

RAMCOAVIATIONSOLUTION VERSION 5.9 USER GUIDE MANAGEMENT ACCOUNTING

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ABOUT THIS MANUAL

This manual briefly describes the basic processes and functions in Ramco Aviation Solution.

WHO SHOULD READ THIS MANUAL

This manual is intended for users who are managing the Aviation industry processes and are new to Ramco Aviation Solution. This manual assumes that the user is familiar with the Aviation Industry nomenclatures and systems based software.

HOW TO USE THIS MANUAL

Ramco Aviation Solution provides extensive Online Help that contains detailed instructions on how to use the application. Users are suggested to use this manual for specific references, along with the Online Help. This manual contains enough information to help the users perform the basic tasks and points toward the Online Help for more detailed information.

HOW THIS MANUAL IS ORGANIZED

The User Guide is divided into 7 chapters and index. Given below is a brief run-through of what each chapter consists of.

Chapter 1 lists the significant tasks and scenarios of Management Accounting.

Chapter 2 focuses on Enterprise Setup.

Chapter 3 provides an overview of the **Budgeting**.

Chapter 4 focuses on the MAC Incorporation.

Chapter 5 provides ways to perform **Cost Allocation**.

Chapter 6 provides procedures for posting Management Accounting Entries.

Chapter 7 focuses on Financial Book Closure.

The **Index** offers a quick reference to selected words used in the manual.

DOCUMENT CONVENTIONS

- The data entry has been explained taking into account the "Create" business activity. Specific references (if any) to any other business activity such as "Modify" and "View" are given as "Note" at the appropriate places.
- Boldface is used to denote commands and user interface labels.

Example: Enter Company Code and click the Get Details pushbutton.

• Italics used for references.

Example: See Figure 1.1.

The Section is used for Notes, to convey additional information.

REFERENCE DOCUMENTATION

This User Guide is part of the documentation set that comes with Ramco Aviation Solution. The documentation is generally provided in two forms:

- The Documentation CD in Adobe® Systems' Portable Document Format (PDF).
- Context-sensitive Online Help information accessible from the application screens.

WHOM TO CONTACT FOR QUERIES

Please locate the nearest office for your geographical area from www.ramco.com for assistance.

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MANAGEMENT ACCOUNTING-USAGE MANUAL

1.1.2 ENTERPRISE SETUP

This theme involves basic Cost Modeling for the Organization.

1.1.3 **BUDGETING**

This theme involves defining and maintaining the Cost Budgets for the Organization.

1.1.4 MAC INCORPORATION

This theme involves incorporating financial transactions pertaining to a business function group, into MAC.

1.1.5 COST ALLOCATION

This theme involves definition of Cost Allocation details.

1.1.6 MANAGEMENT ACCOUNTING ENTRIES

This theme involves assigning costs to cost centers without affecting the finance books.

1.1.7 FINANCIAL BOOK CLOSURE

This theme involves period closure for the Management Accounting Business Function Group.

1.2 BUSINESS SCENARIOS

1.2.1 BUSINESS SCENARIOS FOR ENTERPRISE SETUP

Cost Setup

Cost Center Rule Definition

1.2.2 BUSINESS SCENARIOS FOR BUDGETING

Cost Center wise Budgeting

Cost Center-Cost Element wise Budgeting

1.2.3 BUSINESS SCENARIOS FOR MAC INCORPORATION

MAC Incorporation

1.2.4 BUSINESS SCENARIOS FOR COST ALLOCATION

Allocation of Actual costs across cost centers

1.2.5 BUSINESS SCENARIOS FOR MANAGEMENT ACCOUNTING ENTRIES

Management Accounting Entries

1.2.6 BUSINESS SCENARIOS FOR FINANCIAL BOOK CLOSURE

Finance Book Closure

ENTERPRICE SET-UP

Ramco Aviation Solution

Theme Enterprise Setup: Scenario 1 - Cost Setup

SI. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Set Parameters	Head: Costing Function	CSET	Set Parameters	<u>Set Parameters</u>	1.Select the parameters needed for the Installation according to the Cost model.
2	Define MAC Calendars	Cost Accountant	CSET	Create MAC Calendar	<u>Create MAC</u> <u>Calendar</u>	1.Retrieve the Finance Calendars if required and generate the MAC Calendars according to the Cost Model.
3	Define Cost Centers	Cost Accountant	CSET	Create Cost Center / Unit	Create Cost Center / Unit & Copy Attributes	 Define the various attributes of the Cost Centers to be used in the Cost Model. Map existing cost centers to operation entities
4	Define Cost Elements	Cost Accountant	CSET	Create Cost Element	<u>Create Cost</u> <u>Element</u>	1.Define the various attributes of the Cost Elements to be used in the Cost Model.
5	Mapping Entities.	Cost Accountant	CSET	Map Normal/ Allocation Cost Elements	Map Normal/ Allocation Cost Elements Map Activity Cost Elements Map Accounts	 Map existing Cost Centers to existing Cost Elements. Specify Rate in case of Activity Cost Elements. Map Account Codes created in the Accounting Setup to existing Cost Elements
6	Define Cost Center Structures	Cost Accountant	CSET	Create Cost Center Structure	<u>Create Cost</u> <u>Center Structure</u>	1.Create a Tree kind of structure with the existing Cost Centers to form a Cost Center structure.
7	Associate Cost Centers between Business units	Cost Accountant	CSET	Associate Inter BU Cost Centers/ Elements	Map Inter BU Cost Centers/ Elements	1.Retrieve the Cost Centers, Cost Elements of other Business and associate them to Cost Centers, Cost Elements of the Business Unit.

SI. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
8	Copy Details to Other Business units	Cost Accountant	CSET	Bulk Copy	Bulk Copy Cost Setup	1.Copy Calendar, Cost Center, Cost Element, Cost Center / Cost Element Structure Details to other Business Units.
9	Define Cost Element Structures	Cost Accountant	CSET	Manage Cost Element Structure	Manage Cost Element Structures	 Create / Copy a CE Structure Map cost elements to Schedules for existing/ Pre- defined Modify existing CE Structure.
10	Configure different cost column structures.	Cost Accountant	CEST	Manage Cost Column Structure	<u>Manage Cost</u> Column Structures	 Create/ Modify User- defined column structures Assign formulae to columns View Pre-defined Column Structures
11	Define formulas for CE Structure ID, Column Structure ID and Report ID.	Cost Accountant	CEST	Manage Formula	Manage Formula	1.Manage formulae for: CE Structure ID CC Structure ID Report ID
12	Report ID with CC Structure, CE Structure and Column structure combination	Cost Accountant	CEST	Manage Cost & Profitability Report Templates	<u>Manage Cost &</u> Profitability Report Templates	1.Maintain cost and profitability report templates 6.Define formulae at Report ID level. Search existing template and Modify if required
13	Generate Reports	Cost Accountant	Reports – Management Accounting	Cost & Profitability Report	Generate Reports	1.Generate Cost Center Profitability Reports for various combinations of CE/CC/ Column Structures
14	Manage Finance Book Mapping for Financial Dimensions		Organization Setup	Manage Finance Book Mapping for Financial Dimensions	Manage Finance Book Mapping for Financial Dimensions	Access transaction and reports based on users mapping to Accounts and financial Dimensions

2.1.1 SET PARAMETERS

★ 🗎 Set Parameters				+	?	¢ K
Process Parameters						
_	Default Calendar From GL	YES 💌				
	Responsibility Validation Against Employee Master	NO 💌				
	Auto Generate Normal Cost Elements	YES 💌				
	Identify Cost Element Structure Layout in Accounting Setup	v				
	Default Cost Element Layout	v				
	CE Structure ID 👂	В				
Function Defaults	No. of Alternate Rates	0 -				
	No. of Cost Center Types	1 🔻				
- CC Type Details						
((< 1 - 1 / 1))) + Ø ∅ 1			Ŧ			Q
# Cost Center Type No.	Cost Center Type Description					
1 CC1	Controlling Unit					
2						
	S	et				

Figure 1.1 Set Parameters

- 1. The **Set Parameters** page is launched. *See Figure 1.1*.
- 2. Select the Yes / No option to set the Process Parameters Default Calendar From GL, Responsibility Validation Against Employee Master and Auto Generate Normal Cost Elements.
- 3. Use the **Auto Generate Normal Cost Elements** field drop-down list box to set whether normal cost elements must be automatically generated and use the **Identify Cost Element Structure Layout in Accounting Setup?** field to specify whether cost element structure layout in accounting setup is to be identified.
- 4. Use the **Default Cost Element Layout** drop down list box to select the value you to be defaulted in the "Cost Element Layout" field in the "Accounting Setup" business component and enter the pre-defined or user defined **CE Structure ID**.
- 5. Select a value to set the Function Defaults **No. of Alternate Rates** and **No. of Cost Center Types**.
- 6. Based on the value selected in the **No. of Cost Center Types** Parameter, the corresponding values for the **Cost Center Type No** will get populated in the multiline.
- 7. Enter the **Cost Center Type Description** for each of the **Cost Center Type No.** and **c**lick **Set** to set the parameters.

2.1.2 CREATE MAC CALENDAR

★ 🗎 Create MA	AC Calendar						? 🗔			
- Year Details						Status				
	Year Code 2016 Description Start Date 2016-01-04 End Date 2017-31-03 III									
Period Frequency										
Period Details	Frequency MONTHLY V		Number of Days			Compute Period				
	o records to display] 🕨 🕨 + 🔅 🛠 🕇	T _x			All	▼	Q			
# Period Code	Description	Start Date	End Date							
1										
			Create Calendar							
	Created by			Created Date						

Figure 1.2: Create MAC Calendar

1. The Create MAC Calendar page is launched. See Figure 1.2.

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- 2. Specify the Year Code and Description.
- 3. Specify the **Start Date** and **End Date** of the MAC calendar.
- 4. Select the **Period Frequency**. If the Frequency is selected as **Customize** then the **Number of Days** for the period must be specified.
- 5. Click the **Compute Period** to populate the multiline with values as per the criteria specified.
- 6. Enter the **Description** for the **Period Code**.
- 7. Click the **Create** push button to create the MAC Calendar.

2.1.3 CREATE COST CENTER / UNIT & COPY ATTRIBUTES

* 🗎	Create Cost Center / Uni	t & Copy Attributes			
	Center / Unit CC Effective Date 20	DST CENTER	Detail / Group DETAIL V Expiry Date 2016-31-12 V	Cost Center / Unit Type	Controlling Unit
- Cost	Center / Unit Details				
44 4	1 -1/1 > >> + - 5	* © © T T.		ㅅ≞⋓х₢首» ≢≡Ш м	٩ 🗸
# i	Cost Center / Unit	Description	Long Description	Responsibility	Org Unit
1	E HR	Human Resources			
2					
	<				>
			Create Cost Center / Unit		
- Refe	rence Cost Center Details				
	Reference Cost Center 👂		Description		
	Copy Cost Element Mapping		Copy CC Structure	Generate Usage & Copy C	CRD
					Copy Cost Center Attributes
View Norn	nal /Allocation Cost Element mapping		Map Normal /Allocation Cost Elements	Edit Cost Center Structure	
View Inve	ntory Definition		View Purchase Definition		

Figure 1.3: Create Cost Center / Unit & Copy Attributes

- 1. The Create Cost Center / Unit & Copy Attributes page is launched. See Figure 1.3.
- 2. Select Cost Center or Cost Unit from the Center / Unit.
- 3. Select **Detail** or **Group** from the **Detail / Group**.
- 4. Select a value from the **Center / Unit Type**.
- 5. Select the **Effective Date** and **Expiry Date** from the populated dates.
- 6. Enter the Cost Center / Unit Code, Description, Long Description, and Responsibility in the multiline.
- 7. Select the relevant **Organization Unit** for each of the **Cost Center / Unit Code** from the values populated in the multiline.
- 8. Click Create Cost Center / Unit to create the cost center / unit.
- 9. Enter the Reference Cost Center manually if you are aware of it

Or

- 10. Use the Help provided on the Reference Cost Center to retrieve the Reference Cost Center Code.
- 11. Check the **Copy Cost Element Mapping** check box if you want to copy the cost elements already mapped to the reference cost center to the new cost center selected in the multiline automatically.
- 12. Check the **Copy CC Structure** check box if you want to copy the cost center structure of the reference cost center to the new cost center selected in the multiline automatically.
- 13. Check the **Generate Usage & Copy CCRD** check box if you want to create costing usage and copy the purchase and inventory cost center rule definition automatically.
- 14. Click the **Copy Cost Center Attributes** to copy the cost center attributes based on the check boxes selected.

2.1.4 CREATE COST ELEMENT

* [Create Cost Element							- ? [Ø K
- Co	Cost Element Type NORMAL C	OST ELEMENT	Effective Date	2011-01-01		Expiry Date	2016-31-12 💌		
-					# # III	All	•		Q
#	Cost Element	Description	Long Description	UOM #					
1	109902	Human Resources		Employee					×
2									
			Create Co	ost Element					
Create	Multiple Cost Elements								

Figure 1.4 Create Cost Element

- 1. The **Create Cost Element** page is launched. *See Figure 1.4.*
- 2. Select a value from the Cost Element Type.
- 3. Select the Effective Date and Expiry Date from the populated dates.
- 4. Enter the Cost Element Code, Description, Long Description and the UOM Code for each Cost Element.
- 5. Click Create Cost Element to create the cost element.

2.1.5 MAP NORMAL / ALLOCATION COST ELEMENTS

	Map Normal/Allocation Cost Elements 🗐 ≭ 🖶 🛱 🗲 ? 🗔																
-		Cost Co	enter 👂 054646 ×		Description Er	ngine Tail Repair Sho	p										
	earch	Criteria Cost Elen	nent Type ALL														
		Cost Elen	nent From		То									Searc	ch		
		Effec	tive Date 2011-01-01 💌		Expiry Date 2	2016-31-12 💌								Defau	ilt		
N	orma	/ Allocation Cost	Element Details						-		_						ī
44	•	1 - 10 / 208							#	÷ III	All		 •			Q	l
#		Cost Element	Description	Cost Element Type	Effe	ctive Date		Expiry Date	Be	ehavior		Traceability					
1		109902	Freight Expenses	NORMAL COST ELEMENT	2016	5-01-01	~	2016-31-12	✓ FI	IXED COST	~	DIRECT				*	
2		200202	Depreciation Account	NORMAL COST ELEMENT	2013	3-01-04	~	2016-31-12	✓ FI	IXED COST	~	DIRECT				*	
3		411100	Material Revenue CAD	NORMAL COST ELEMENT	2011	1-01-01	~	2016-31-12	✓ FI	IXED COST	~	DIRECT				×	
4		411200	Material Revenue USD	NORMAL COST ELEMENT	2011	1-01-01	~	2016-31-12	✓ FI	IXED COST	~	DIRECT				*	
5		411300	Material Revenue Manual Adjustment CAD	NORMAL COST ELEMENT	2011	1-01-01	~	2016-31-12	✓ FI	IXED COST	~	DIRECT				~	
6		411400	Material Revenue Manual Adjustment USD	NORMAL COST ELEMENT	2011	1-01-01	*	2016-31-12	✓ FI	IXED COST	*	DIRECT				*	
7		412100	Labour Revenue CAD	NORMAL COST ELEMENT	2011	1-01-01	~	2016-31-12	✓ FI	IXED COST	~	DIRECT				~	
8		412200	Labour Revenue USD	NORMAL COST ELEMENT	2011	1-01-01	~	2016-31-12	✓ FI	IXED COST	~	DIRECT				~	
9		412300	Labour Revenue Manual Adjustment CAD	NORMAL COST ELEMENT	2011	1-01-01	~	2016-31-12	✓ FI	IXED COST	~	DIRECT				~	
10		412400	Labour Revenue Manual Adjustment USD	NORMAL COST ELEMENT	2011	1-01-01	~	2016-31-12	✓ FI	IXED COST	~	DIRECT				~	
		<														>	
_													 _				_
					Мар	2											
Map N	luitiple	Normal Cost Element	S	Map Accounts				Map Act	vity Co	ost Elements	5						
			Created By				Cr	eation	Date								

Figure 1.5: Mapping Normal / Allocation Cost Elements

- 1. The Map Normal / Allocation Cost Elements page is launched. See Figure 1.5.
- 2. Enter the Cost Center Code manually if you are aware of it

Or

- 3. Use the Help provided on the Cost Center to retrieve the Cost Center Code.
- 4. Use the **Search Criteria** provided for the **Cost Elements** to retrieve a list of the **Cost Elements** to be mapped to the **Cost Center** into the multiline.
- 5. Select the Effective Date and Expiry Date for the Cost Element.
- 6. Click on **Default** to set the selected dates as the default dates for all the **Cost Elements**.



- 7. Select the relevant **Behavior** and **Traceability** for the values fetched into the multiline.
- 8. Click **Map** to map the cost elements to the cost center.

2.1.6 MAP ACTIVITY COST ELEMENTS

	Map Activity Cost Elements											≣ 7\$	F		← :	? 🗟				
-	opush	Cost (Cost Center P 054646 Description Engine Tail Repair Shop																	
	carci	Cost Element From							То					Search						
	Effective Date 2016-01-01 V Expiry Date 2016-31-07 V Default																			
Activity Cost Element Details																				
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				Created By									Creation	Date						

Figure 1.6 Map Activity Cost Elements

- 1. The Map Activity Cost Elements page is launched. See Figure 1.6.
- 2. Enter the Cost Center Code manually if you are aware of it

Or

- 3. Use the Help provided on the Cost Center to retrieve the Cost Center Code.
- 4. Use the **Search Criteria** provided for the **Cost Elements** to retrieve a list of the **Cost Elements** to be mapped to the **Cost Center** in the multiline.
- 5. Select the Effective Date and Expiry Date for the Cost Element.
- 6. Click on Default to set the selected dates as the default dates for all the Cost Elements.
- 7. Enter the Basic Activity Element if required.
- 8. Select the relevant **Behavior**, **Budget No**, **Default Rate**, **Standard Rate** and **Alternate Rates** for the values fetched in the multiline.
- 9. Click **Map** to map the cost elements to the cost center.

2.1.7 MAP ACCOUNTS

	Ap Accounts to Normal Cost Element											
Cost Element & 411300 × Description												
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- A	cour	t Definition Details										
44	•	1 - 10 / 441 🕨 🗰 🖪	r 🔨			v	Q					
#		Company Code	Account Code	Description								
1		Α	1001001	CHARGE SUSPENSE-edit								
2		Α	109902	Freight Expenses								
3		Α	110000	Petty Cash								
4		A	120400	A/R Accruals CAD								
5		A	120410	A/R Accruals USD								
6		A	120420	A/R Accruals EUR								
7		A .	120500	A/R Manual Adjustment CAD								
8		A	120510	A/R Manual Adjustment USD								
9		A .	120520	A/R Manual Adjustment EUR								
10		Α	120600	A/R Air Canada CAD								
_												
	Мар											
			Created By		Creation Date							

Figure 1.7 Map Accounts

- 1. The Map Accounts page is launched. See Figure 1.7.
- 2. Enter the **Cost Element** manually if you are aware of it, or use the **Help** provided on the **Cost Element** to retrieve the **Cost Element Code**.
- 3. Use the **Search Criteria** provided for the **Account Codes** and fetch the list of **Account Codes** to be mapped to the **Cost Element** in the multiline
- 4. Click Map to map the account codes to the cost element.

2.1.8 CREATE COST CENTER STRUCTURE

	rea	te Cost Center Structure										7 4 (+	?	¢
		Cost Center Structure ID CCS2016 Effective Date 2011-01-	01 01 V		Description Expiry Date	2016-31-12	Assign]	Gr	Status Structure Type oup Cost Center 👂	ALTER 05464	NATE 6	▼ Assign (Group (Cost Ce	nte
De	etail (ost Center Details			-						Cat					
-	st Ce	Detail Cost Center From			То						Get					
	4						1			All					1	Ы
#	Cost Center / Unit Description Effective Date Expiry Date 0 54646 Engine Tall Repair Shop 2011-01-01 2016-31-12															
1		054646	Engine Tail Repair Shop	2011-01-0	01	2016-31-12										
2		1100	1100 - EMC GENERAL MANAGER	2011-01-0	01	2016-31-12										
3		1200	1200 - EMC ENV HEALTH AND SAFETY	2011-01-0	01	2016-31-12										
4		1210	1210 - EMC MAINTENANCE SRVCS MGMT	2011-01-0	01	2016-31-12										
5		1220	1220 - EMC TOOLING	2011-01-0	01	2016-31-12										
6		123	123	2011-01-0	01	2016-31-12										
7		1230	1230 - EMC EMC MAINTENANCE	2011-01-0	01	2016-31-12										
8		1240	1240 - EMC STANDARDS ROOM	2011-01-0	01	2016-31-12										
9		1300	1300 - EMC AIR WORTHINESS	2011-01-0	01	2016-31-12										
10		1400	1400 - EMC NEW PRODUCT INTRO	2011-01-0	01	2016-31-12										
			Assign To 🔍				Assign Deta	al Cost Centers								
					Create Cost C	enter Structure										
View St	ructu	e														
		(Created by					(Creation Date							

Figure 1.8 Create Cost Center Structure

- 1. The Create Cost Center Structure page is launched. See Figure 1.8.
- 2. Enter the Cost Center Structure ID and Description in the header.
- 3. Select a value in the **Structure Type** (Default / Alternate).
- 4. Select the Effective Date and Expiry Date for the Cost Center Structure ID.
- 5. Enter the Group Cost Center code.

Or

- 6. Use the Help provided on the Group Cost Center to retrieve the Group Cost Center code.
- 7. Click Assign to map the Group Cost Center to the Structure directly.
- 8. Use the Search Criteria to retrieve the list of Cost Center / Unit in the multiline.
- 9. The Assign To will be populated with the Group Cost Centers in the Structure.
- 10. Click the Assign Detail Cost Centers to assign the list of retrieved Cost Center / Unit in the multiline to the Group Cost Center specified in the Assign To.
- 11. Click the Create Cost Center Structure to create the cost center structure.
 - Note: The system retrieves all the "active" detail level cost centers / units as well as analysis codes for which "Reporting Cost Center" is set to "Yes" in the "Create Analysis Code" activity of "Account Based Budget" business component.



2.1.9 BULK COPY COST SETUP

★ 🗎 Bulk Copy Cost Setup					0
Option	Al	Business Unit	12 💌		
- Copy Information					
Year Code From	2011-01-01 - 2011-12-31	То	2015-12-31 - 2016-12-31	v	
Cost Center / Unit From		То			
Cost Element From		То			
CC Structure From		То			
CE Structure From		То			
		Copy Cost Setup			

Figure 1.9 Bulk Copy Cost Setup

- 1. The Bulk Copy Cost Setup page is launched. See Figure 1.9.
- 2. Select an option from the values populated in the **Option**.
- 3. Select a target Business Unit.
- 4. Based on the **Option** selected enter the **From** and **To** fields in the Copy Information.
- 5. Click Copy Cost Setup to copy the details selected to the target Business Unit.

2.1.10 MANAGE COST ELEMENT STRUCTURE - LAYOUT

This section enables you to create layout information for the CE Structure ID.

CL Structure 10 P STH-ELL1 C Description Standard Hell Operator Status V V Lyout Element Relationship Image: Structure 10 P Status Status N Status N Status N V V V V V V V N Status N <	Manage Cost Element Structure													×		\$
Layout Element Relationship Comparing Profit Coperating Profit Coperating Revenue Coper	CE Structure ID 👂 STD-HELI-1		×	CF	De	escription O	tandar E Stru	d Heli C cture	perat	tor 🜔		Stat	JS Active		Y	
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3 3 EARNINGS BEF NON-CASH ITEMS Group No EBT Revenue No > Coperating Revenue Coperating Revenue Group No EBT Revenue No > Coperating Revenue Coperating Revenue Group No EBT Revenue No > Coperating Revenue Contract Charges Coperating Revenue Group Yes Operating Revenue No > Contract Charges Schedule Yes Operating Revenue Revenue No > Contract Charges Schedule Yes Service Income Revenue No > Contract Charges Schedule Yes Service Income Revenue No > Contract Charges Schedule Yes Service Income Revenue No > Contract Charges Schedule Yes Service Income Revenue No > Contract Charges Schedule Yes Service Income Revenue No > Contract Charges Schedule Yes	EARNINGS BEF NON-CASH ITEMS	2		2	EBT	Group	~	No	*	EARNINGS			Revenue	~	No	*
4 4 EBIT Group No EARNINGS BEF NON-CASH ITEMS Revenue No > 5 5 Operating Profit Group No EBIT Revenue No > 5 5 Operating Profit Group No EBIT Revenue No > 5 6 Operating Revenue Group No EBIT Revenue No > 6 6 Operating Revenue Group No Ves Operating Profit Revenue No > 6 7 7 Service Income Group Yes Operating Revenue No > 6 0 Contract Charges Schedule Yes Service Income Revenue No > 9 9 Adhoc Charter Schedule Yes Service Income Revenue No > 10 10 Fuel & Passenger Handling Schedule Yes Service Income Revenue No > 10 10 Fuel & Passenger Handling Schedule		3		3	EARNINGS BEF NON-CASH ITEMS	Group	~	No	*	EBT			Revenue	~	No	~
\$ \$	G Operating Profit	4		4	EBIT	Group	~	No	~	EARNINGS BEF NON-CASH ITEMS			Revenue	~	No	*
6 6 Operating Revenue Group Yes Operating Profit Revenue No ~ 7 7 Service Income Group Yes Operating Revenue Revenue No ~ 8 8 Contract Charges Schedule Yes Service Income Revenue No ~ 9 9 Adhoc Charges Schedule Yes Service Income Revenue No ~ 10 10 Fuel & Passenger Handling Schedule Yes Service Income Revenue No ~ 10 10 Fuel & Passenger Handling Schedule Yes Service Income Revenue No ~ 10 10 Fuel & Passenger Handling Schedule Yes Service Income Revenue No ~ 10 10 Fuel & Passenger Handling Schedule Yes Service Income Revenue No ~ 10 10 Fuel & Passenger Handling Schedule Yes Service Income Revenue No ~ 10 10<		5		5	Operating Profit	Group	~	No	*	EBIT			Revenue	~	No	*
7 7 Service Income Group Yes Operating Revenue Revenue No Vol 2 Adhoc Charter 8 0 contract Charges Schedule Yes Service Income Revenue No Vol 2 Fuel & Passenger 9 9 Adhoc Charter Schedule Yes Service Income Revenue No Vol 2 Schedule Yes Service Income Revenue No Vol 3 0 fuel & Passenger Handing Schedule Yes Service Income Revenue No Vol 3 Other Aviation Revenue Schedule Yes Service Income Revenue No Vol 3 Other Aviation Revenue Schedule Yes Service Income Revenue No Vol 4 Operating Expenses Service Yes Service Yes Service Yes Yes	Service Income	6		6	Operating Revenue	Group	~	Yes	*	Operating Profit			Revenue	~	No	*
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9 9 Adhoc Charter Schedule Yes Service Income Revenue No Image: No 10 10 Fuel & Passenger Handling Schedule Yes Service Income Revenue No Image: No Ima	Adnoc Charter	8		8	Contract Charges	Schedule	~	Yes	*	Service Income			Revenue	~	No	~
10 I 10 Fuel & Passenger Handling Schedule v Yes v Service Income Revenue v No v C Total Operating Expenses C Total Operating Expenses C Total Operating Expenses C Total Operating Expenses C Total Operating Expenses		9		9	Adhoc Charter	Schedule	~	Yes	*	Service Income			Revenue	~	No	~
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e Record Statistics	Record Statistics															

Figure 1.10 Manage Cost Element Structure.- Layout

- 1. The Manage Cost Element Structure page is launched. See Figure 1.10.
- 2. Enter the unique code identifying the cost element structure and press <Enter> to view details of the existing **CE Structure ID**.
- 3. Click the **Layout** tab to view the **Layout** section with the tree structure displaying the elements as nodes with check boxes.

Note: The system does not display the tree structure while in create mode.

4. Click the **Save** pushbutton to save details of the layout information for the CE Structure ID.

2.1.11 MANAGE COST ELEMENT STRUCTURE – ELEMENT RELATIONSHIP

This section enables you to map Cost Elements to schedules

19 | Management Accounting

Manage Cost Element Structure 🔀 🚍 🗲 🧲 Description Standard Heli Operator CE Structure CE Structure ID 👂 STD-HELI-1 CF Status Active Ŧ Lavout Element Relationship Ŧ Schedule All Schedules Get ė)\$ ~ 4 4 1 - 10 / 10 🕨 🍉 🕂 🗖 🗗 😪 🍸 🕵 Ali EARNINGS ė Cost Element 🖇 Description Schedul 😑 😑 EBT BEARNINGS BEF NON-CASH ITEMS SHUBH89 Royalty Other Direct Costs EBIT 11489EXP Service and Other fee ė. 2 expense 😑 🔄 Operating Profit 3 411600 Material Revenue Accrual USD Contract Charges 😑 🛛 😑 Operating Revenue 412200 Adhoc Charter Labour Revenue USD 412300 ÷ 🔄 Service Income 5 Labour Revenue Manual Adjustment CAD Fuel & Passenger Handling 😑 🛛 😑 Contract Charges Labour Revenue Manual Adjustment USD 412400 Rental Service 🗐 🔁 411600 - Mate 7 412500 Labour Revenue Accrual CAD Other Aviation Related Income 😑 🛛 😑 Adhoc Charter 8 412600 Labour Revenue Accrual USD Maintenance Expenses 413200 📃 \Xi 412200 - Labo 9 OV Revenue USD Direct Costs 😑 👌 🔁 Fuel & Passenger 10 🗉 EXP123 Expense Financial Expenses 📃 📰 412300 - Labo < > 😑 🛛 🔄 Other Revenue

Figure 1.11 Manage Cost Element Structure – Element Relationship

- 1. The Manage Cost Element Structure page is launched. See Figure 1.11.
- 2. Click the Element Relationship tab to map Cost Elements to the schedules.
- 3. Select the **Schedules** to which the Cost Element can be mapped.
- 4. Enter the unique code identifying the Cost Element,
- 5. Click the Save pushbutton to save details of the element schedule relationship for the CE Structure ID.

2.1.12 MANAGE COST COLUMN STRUCTURE

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Cost C	olumr	Structure Info Column Stru	cture ID User Defined	CCCT-1 X V											
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#		Column ID	Column Name	Source Info	Data based on	Qty/ Value		Formula	Formula Display						
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2		2	VARIANCE	Actual 🗸	Year to Date 🗸 🗸	Quantity	*								
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						Save									
- Re	cord 9	statistics	Created	by DMUSER. by					Crea Modif	ted date 2014-29-09 ied date					

Figure 1.12 Manage Cost Column Structure

- 1. The Manage Cost Column Structure page is launched. See Figure 1.12.
- 2. Use the drop-down list box to specify the basis on which you wish to create / modify or view a column structure
- 3. Enter the unique code identifying the Column Structure ID.
- 4. Use the drop-down list box to select the **No. of Columns** in the column structure.
- 5. Enter the Column Name, Source Info. and other details in the multiline
- 6. Click the Save pushbutton to save the details against the Column Structure ID.

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2.1.13 MANAGE FORMULA

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		Re	ference Type Column Name	CE Structure ID	▼ ▼			Reference ID Element	CECT-01 Wages		•	•				
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3			~			*										· .
_		Disp. In %	No 🔻			🖺 Save										
		Formula														

Figure 1.13 Manage Formula

- 1. The Manage Formula page is launched. *See Figure 1.13*.
- 2. Use the **Reference Type** drop-down list box to specify whether you wish to define formula for CE Structure ID, Col. Structure ID or Report ID.
- 3. Enter the **Element** for which formula is to be defined, **Column Name**, Column ID and a **Value** for a static column name or element name.
- 4. Use the drop-down list box to specify the symbol (+, -, *, or /) representing the **Operation** to be performed for the cost element specified.
- 5. Provide whether value in percentage is to be displayed in the report adjacent to the value in the **Disp. In%** field.
- 6. Select the **Save** pushbutton to save the formula for CE Structure ID/Col. Structure ID/Report ID and the Element/ Column Description.

2.1.14 MANAGE COST & PROFITABILITY REPORT TEMPLATE

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			Company AVEOS					Report ID					Report Desc	ription			
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Figure 1.14 Manage Cost & Profitability Report Template

- 1. The Manage Cost & Profitability Report Template is launched. See Figure 1.14.
- 2. Enter the search criteria and click **Search** pushbutton to retrieve details of already saved Report Ids in the multiline.
- 3. Enter the **Report ID**, **Report Description** and specify the status of the report whether Fresh, active or inactive in the **Status** field.
- 4. Enter the CE Struct. ID , Col. Struct. ID , and the CC Struct. ID as defined in the Manage Cost Element Structure,

Manage Cost Column Structure and Manage Cost Center Structure activities respectively.

- 5. Specify the **CE Disp. Level** indicating the output as to the level of the CE Structure and provide the **CC Entry Level**, **CC Struct. Level**.
- 6. Use the **CC Report Option** drop-down list box to specify the basis on which CC is to be displayed in the report.
- 7. Select the **Group CC**, **Cost Center** as you wish the report to be displayed for respectively and enter the **Report Category** to which the report belongs and use the Status drop-down list box to select the status of the Report ID.
- 8. Click the Create **Template** pushbutton to create or modify a template.

2.1.15 GENERATE REPORTS

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#		Report ID 🔎	Report Description	CE Structure ID 🔎	Col. Structure ID	CC Structure ID 🔎	Finar	nce Book	Financial Year	Financial Period	CE Display Level	CC Entry Level	CC Structure L	evel C	C Report	Option
1					*		All	*	31 Dec 2015-31 Dec 2016 🔹	• 01 Apr 2016-30 Apr 2016 •	*	*		✓ C	C Detail	~
2					*		All	*	31 Dec 2015-31 Dec 2016 🔹	 01 Dec 2016-31 Dec 2016 	*	*		✓ C	C Detail	*
		5														>
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				Created by Modified by						Cr Mc	eated date dified date					

Figure 1.15 Generate Reports

- 1. The **Generate Reports** page is launched. *See Figure 1.15*.
- 2. Select the **Offline Report Save** radio button if you wish to print more than one Cost and Profitability Reports in a single instance.
- 3. Select the **On-Screen Launch** radio button if you wish to print for one Cost and Profitability Reports in a single instance online.
- 4. Select 🔍 Go icon to retrieve all the details pertaining to the Run # specified.
- 5. Use the Report Type drop-down list box to specify whether you wish to generate more than one report i.e. Bulk or individual for every report.
- 6. Provide the details in the multiline and click the Save pushbutton to the details of the Run #.
- 7. Click the **Confirm & Initiate** pushbutton to confirm and initiate the report process.
- 8. Click the **Print** pushbutton to generate the Cost & Profitability Report based on the criteria specified.

2.1.16 MANAGE FINANCE BOOK MAPPING FOR FINANCIAL DIMENTIONS

This screen enables the user to map the finance book with the financial dimensions such as Analysis code and Cost center.



Figure 1.16 Manage Finance Book Mapping for Financial Dimensions

- 1. Select the **Entity** drop-down field to specify the financial dimension for which the finance books are mapped.
 - Analysis Code
 - Cost Center
- 2. Specify the Mapping criteria and click Search pushbutton to retrieve mapping details in the multiline.
- 3. Specify the **Company Code** and **Finance Book** that is to be mapped with the financial Dimension.
- 4. Specify the **Cost Center** and **Analysis Code** with which the finance Book is to be mapped.
 - Note: The 'Cost Center' field is visible only if the 'Entity' field is selected as "Cost Center" and 'Analysis Code' field is visible only if the 'Entity' field is selected as "Analysis Code".
- 5. Specify the Basis on which the Finance Book mapping with Financial Dimensions is to be enabled.
 - Exclusion Indicates that the Finance Book is to be excluded for the Financial Dimensions.
 - Inclusion Indicates that the Finance Book is to be included for the Financial Dimensions.
- 6. Enter the Effective From and Effective To dates for the Finance Book mapping with the Financial Dimensions.
- 7. Specify the **status** of the Finance Book mapping with the Financial Dimensions which could be 'Active' or 'Inactive'.
- 8. Click the Save pushbutton to record the Finance Book mapping with the Financial Dimensions.

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Theme Enterprise Setup: Scenario 2 - Cost Center Rule Definition

SI. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Define Usages to be used in Sales, Purchase and Inventory.	Cost Accountant	CCRD	Maintain Sale Definition	Define Usage	1.Define the Usages as required by the Transaction Entities.
2	Define Sale Cost Center Rule Definitions	Cost Accountant	CCRD	Create Sale Definition	Create Sale Cost Center Rule Definition	1.Define Sale Cost Center Rule Definitions
3	Define Purchase Cost Center Rule Definitions	Cost Accountant	CCRD	Create Purchase Definition	Create Purchase Cost Center Definition	1.Define Purchase Cost Center Rule Definitions
4	Define Inventory Cost Center Rule Definitions	Cost Accountant	CCRD	Create Inventory Rule Definition	<u>Create</u> Inventory Cost Center Rule Definition	1.Define Inventory Cost Center Rule Definitions
5	Define Maintenance Cost Center Rule Definitions	Cost Accountant	CCRD	Create Maintenance Rule Definition	Create Maintenance Cost Center Rule Definition	1.Define Maintenance Cost Center Rule Definitions

2.2 COST CENTER RULE DEFINITION

2.2.1 DEFINE USAGES

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2	E	3							
-								ſ	
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View	Jsage								
View	Jsage								creace

Figure 1.17: Define Usage

- 1. The **Define Usage** page is launched. *See Figure 1.17*.
- 2. Enter the Usage ID, Usage Description and the Usage Short Description.
- 3. Click **Define** to define the usages.

2.2.2 CREATE PURCHASE COST CENTER RULE DEFINITION

Cre	ate Purchase definition					🗏 겨 좀 다 🗕 ? 🗔 🗖
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Cost ($1 - 1/1 \rightarrow \rightarrow + = \square$	4 0 0 T T.				Q
# 🗉	Aircraft Model 🔎	Part Type	Part Category	Usage ID 🔎	Cost Center D CC Description	Effective from date
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2 E		All 🗸	All	*		
	5					>
				Create		
V	iew Purchase definition		Define usage			

Figure 1.18 Create Purchase Definition

- 1. The Create Purchase Definition page is launched. See Figure 1.18.
- 2. Select the **Company code**.
- 3. Select the Account Code, Expense Type, Order Type and Order Category.
- 4. Select the Aircraft Registration number, Usage ID and Cost Center in the multiline.
- 5. Click **Create** to create the purchase definition.



🗎 C	eat	e Inventory definition]];;	Ē		+	?	Ē¢	ĸ
		Company A V Event All V Document Category All V			Account Code Transaction Numbering Ty	P All V											Warehous MR Ty	e# Al	•						
Cos	t Ce	nter Definition Details																							_
44 4		1 -1/1 🕨 🗰 🕂 — 🗆 🗲 🗘	C T T,				7	h	. (x e		1	224	4	-94		All				Ŧ				Q
#		Part Account Group	Part Category	Part Type		Component Type		U	Jsag	e ID	ρ					Co	st Center 🔎		CC	C Desci	iption				
1		All 🗸	All 🗸	All	~		*	A	BC-	6F						AB	C-6F								
2		All 🗸	All 🗸	All	*		*																		
		<																							>
						Create																			
View In	rento	ry definition	De	îne usage																					

Figure 1.19: Create Inventory Definition

- 1. The **Create Purchase Definition** page is launched. *See Figure 1.19.*
- 2. Select the **Company code**.
- 3. Select the Account Code.
- 4. Enter the Part Account Group, Usage ID and Cost Center in the multiline.
- 5. Click **Create** to create the inventory definition.

2.2.4 CREATE MAINTENANCE COST CENTER DEFINITION

	Cr	eat	te Maintena	nce definitio	n									자 좀 다 <	+? 🖪 🗷
-	Cost	Ce	nter Definitio	Company A Event A, Planning Base A	'⊄ Maint. Exe. Ref #		T	Acco Execut Ex	unt Code 👂 001 ion Category ALL ecution Base All	V			RO Type	T	
4	6 6	-	1 - 1 / 1 🕠		7 4 0 C T T,							x # # III	All	T	Q
-			Aircraft Model	Aircraft Reg #	P Aircraft Ownership	Compone	ent Ownership	Part Classification	Component Type	Part Model #	Primary Work Center #	Work Center #	Reporting Station	Field Base	Cost Center 👂
1			All 💊	1101	Customer	✓ Custome	er 🗸 🗸	Controllable 🗸	APU 🗸	OIL UPLIFT AND	01 🗸	100-03 🗸	AIR 🗸	100-50	~
2				•		*	*	*	*	*	*	*	*		~
			<												>
Vie	w Mair	nten	ance definition						Create						
-															

Figure 1.20: Create Maintenance Definition

- 1. The Create Maintenance Definition page is launched. See Figure 1.20.
- 2. Select the **Company code**.
- 3. Select the Account Code.
- 4. Enter the Aircraft Registration number, Aircraft ownership, Component Ownership, Part Classification, Primary Work Center #, Work Center #, Reporting Station, Field Base, and Cost Center in the multiline.
- 5. Click **Create** to create the maintenance definition.





2.2.5 CREATE SALES COST CENTER DEFINITION

*	D)	Create Sale	s Defi	inition						2	4 帚 ₽ ← ?	_ø
		Customer	Compar Group	ny PFB1 V		Numberin	Event Service sale	e - Fixed Monthly Charges	▼	Account Code P		-
	Servio	e Sale										
44	4	1 -1/1 >	Þ	+ - 0 % \$	St T Tx			人口日		tt 💉 All	v	Q
#		Execution Cate	gory	Ordering Location	Execution Facility	Repair Order / Exec. Location	Work Center #	Sale Type	Billing Element	Aircraft Model	Part Category	
1	E	1-Repair	~	RAMCOOU 🗸	External 🗸	RAMCOOU 🗸	12312 🗸	Blended - MMC 🛛 🗸	Per Aircraft Fee for IFE Service 🗸	0612 🗸	CSC	
2			*	*	*	•	~	*	~	*		
		4										•
												-
Create												
View	Sales d	lefinition										

Figure 1.21: Create Sales Definition

- 1. The Create Sales Definition page is launched. See Figure 1.21.
- 2. Select the **Company code** and enter the **Account Code**.
- 3. Enter the part sales, service sales, rental, Service Sale Maint.based Part and Service Sale-Fixed Monthly Charges details in the multiline.
- 4. Click **Create** to create the sale definition.

DELETE SALES COST CENTER DEFINITION

*	D	elete Sale	e definition						7		⇒ ←	5	6
	Company PFB V Customer Group #			Event Serv	ce sale - Fixed Monthly Charge	s	V	Account Code 👂		Sea	rch		
-	Service :	5ale - 4 / 4 →	N + - 0 < 0 0 T T		上加同	又反向	x			r			Q
#		, . ,	Work Center #	Sale Type	Billing Element	Aircraft	Model	Part Category		Part	Group		-
1													
2													
3				Monthly Charges		737-200)						
4					Per Flight Hour Fee for GCS (Out of 737-200)						
5													
	4	1					_						•
					Delete								_

Figure 1.22: Delete Sales Definition

- 1. The **Delete sale Definition** page is launched. *See Figure 1.22*.
- 2. Enter the required search criteria and click the **Search** pushbutton to retrieve existing sales definition.
- 3. In the **Part Sale**, **Service Sale** and **Rentals** multiline, specify the date upto which the sale definition is valid in the **Valid Upto Date** field.
- 4. Click **Delete** to delete the sale definition.

BUDGETING

Ramco Aviation Solution

Theme Budgeting: Scenario 1 - Cost Center Wise Budgeting

SI. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Setting Parameters	Cost Accountant	CBUD	Set Parameters	<u>Set</u> Parameters	1.Set the parameters as required by the Organization.
2	Defining Cost Center Budgets	Cost Accountant	CBUD	Create Cost Budget	Create Budget Header Create Budget Details	 Create Budget Header Create the budget details using either Generation / Distribution Option or by specifying the details.
3	Editing Cost Center Budgets	Cost Accountant	CBUD	Edit Cost Budget	Select Budget Edit Budget Header Edit Budget Details	 Edit existing Budget Header. Edit existing details by modifying the values retrieved or by using the Distribution Option to overwrite the existing details.
4	Authorizing Cost Center Budgets	Cost Accountant	CBUD	Authorize Cost Budget	Select Budget Authorize Budget Header Authorize Budget Details	 1.Authorize at Budget Header Level with / without modifications. 2.Authorize at Budget Detail level with / without modifying the values (directly fetched or by using the Distribution Option to overwrite the existing details.)
5	Amending Cost Center Budgets	Cost Accountant	CBUD	Amend Cost Budget	Select Budget Amend Budget Header Amend Budget Details	 Amend at Budget Header Level with / without modifications. Amend at Budget Detail level with / without modifying the values (directly fetched or by Using the Distribution Option to overwrite the existing details.)
6	Activating / Inactivating Cost Center Budgets	Cost Accountant	CBUD	Activate / Inactivate Cost Budget	<u>Select Budget</u> <u>Activate /</u> <u>Inactivate</u> <u>Budget</u>	1.Activate / Inactivate the Budget.

3.1 COST CENTER WISE BUDGETING

3.1.1 SET PARAMETERS

★ 🗎 Set Budget Parameters			= # = ₽ ← ? □				
Function Defaults							
Restrict Access to Budgets at User Level No	▼						
Number of Super Users for Budgets	1						
- Super User Details	- Super User Details						
(4 4 1 - 1/1) → + ☆ ☆ T T;			•	Q			
# Super User Number	User Name						
1	John						
2							
- Process Parameters							
Budget Level Bus	ness Unit 💌						
Control Totals for Budgets No	v						
Define Default Budgets No	T						
Provide Flexible Budgets No	▼						
Variability for Flexible Budgets Per	entage 🔻						
	Set						

Figure 2.1: Set Parameters

- 1. The **Set Parameters** page is launched. *See Figure 2.1*.
- 2. Select Yes / No for the Restrict Access to Budgets at User Level and specify the value for Number of Super Users for Budgets function default.
- 3. On Enter the number of super users will populate the **Super User Number** in the multiline. Specify the **Super User Name** for all rows in the multiline.
- 4. Select the Business Unit / Organization Unit for the Budget Level process parameter.
- 5. Select Yes / No for the Control Totals for Budgets process parameter.
- 6. Select Yes / No for the Define Default Budgets process parameter and select Yes / No for the Provide Flexible Budgets process parameter.
- 7. Select Flat / Percentage for the Variability for Flexible Budgets process parameter and click Set to apply the parameters.

3.1.2 CREATE BUDGET HEADER

★ 🗎 Create Budget Header								
Budget No. Description Budget Org Unit ALL Effective Date 2011-0	Version No Definition Type Responsibility -01-01 Expiry Datu	1 Aggregate / Perix 2 Cost Center W 7 Org Ur 8 2017-12-31 W	ld Period ♥ Period ♥ iit ♥ ABCDEFGHIJKLMnkjsdf ♥					
Cost Center / Unit	Cost Center From \$	το ,	P					
Cost Element Cost Element Structure Id	Cost Element From \$	το ,	ρ					
Create								
Create Budget Details								

Figure 2.2: Create Budget Header

- 1. The Create Budget Header page is launched. See Figure 2.2.
- 2. Enter the **Budget No** and **Description** of the budget.
- 3. Select from the Aggregate / Period, Definition Type, Budget Type, Budget Org Unit, Responsibility, Org Unit, Effective Date, Expiry Date and Budget Category.
- 4. Specify the **Cost Center** and **Cost Element** range for which the budget is to be defined.
- 5. Click **Create** to create the budget header.



3.1.3 CREATE BUDGET DETAILS

	Crea	te Budget Details										갸름		← ?	Lo I
-		Budget No.	33333			v	ersion No. 1				Status	Fresh			
		Description	ttttt			Aggrega	Aggregate / Period Definition Type CC-An					CC-Analysis-CE			
		Budget Type	Value			Budge	et Org Unit								
E	udge	Details													
	•	1 -1/1 > >> + -	0 * • • •	T Tx				人口		# # W	All	T			Q
#		Cost Center / Unit 🔎	Cost Element 🔎	Analysis # 🔎	Sub Analysis # 🔎	Item Code	Item Variant	Budget Span	Accounting Period	Quantity	Amount	Variable Rat	e / % for	Flex. Bud	lgeting
1		1200	411400	ANA00	A100				01 Nov 2017 - 30 Nov 2	01	0.0	0			
2								▼							
	<														>
	Create							Create And Authorize							
Attac	n Note	s													
	Created by DMUSER								Cre	ated Date 20)17-07-18				

Figure 2.3: Create Budget Details.

- 1. The Create Budget Details page is launched. See Figure 2.3.
- 2. Enter relevant details in the multiline.
- 3. Select a record in the multiline for which you wish to create a comprehensive or a period budget for an entity.
- 4. Click **Create** to create the budget in fresh status.
- 5. Click Create and Authorize to create the budget in active status.

3.1.4 SELECT BUDGET

۰.		Bu	idget No. 👂				Version No.				Edit Budget						
36	arcii	Agg	regate / Period	ALL 🔻			Definition Ty	/pe CC-	Analysis-CE	T		Budget Type	ALL	Ŧ			
		В	udget No. From					To				Version No.	Latest				
			Description				Effective D	ate 201	1-01-01			Expiry Date	2017-12-31				
			Budget Org Unit				User	ID									
			Responsibility	, and			Oral	Init I	-				Search				
	arch	Result(s)															
ľ		1 - 10 / 41		-										-		_	-
		Budget No.	Version No.	Description	Aggregate / Period	Definition Type	Budget Type	Budget	Effective Date	Expiry Date		All Responsibility		• Org Uni	t		
		33333	1	ttttt	Period	CC-Analysis-CE	Value	-	2011-01-01	2017-12-31				-			
		444445	1	fffffff	Period	CC-Analysis-CE	Value		2011-01-01	2017-12-31							
		4545457	1	agggggg	Period	CC-Analysis-CE	Value		2011-01-01	2017-12-31							
		ACCOUNT	7	,	Period	CC-Analysis-CE	Value		2017-01-01	2017-12-31	0	MUSER					
		ACCOUNT1	3		Period	CC-Analysis-CE	Value		2017-01-01	2017-12-31	0	MUSER					
		ACCOUNT2	3		Period	CC-Analysis-CE	Value		2017-01-01	2017-12-31	0	MUSER					
		ADMIN	1	ADMIN	Period	CC-Analysis-CE	Value		2016-01-01	2017-12-31							
		ADMIN00	1	ADMIN00	Period	CC-Analysis-CE	Value		2011-01-01	2017-12-31							
		ADMIN1	1	ADMIN	Period	CC-Analysis-CE	Value		2016-01-01	2017-12-31							
		AJSC1528	1	AJSC-1528	Period	CC-Analysis-CE	Value		2017-01-01	2017-12-31							

Figure 2.4: Select Budget

- 1. The **Select Budget** page is launched. *See Figure 2.4*.
- 2. Use the Search Criteria to retrieve the Budget details in the multiline.
- 3. Select a row from the multiline and click on Edit Budget to traverse to the Edit Budget Header page.



3.1.5 EDIT BUDGET HEADER

🗶 🏢 Edit Budget Header			4	4 4 1 2 3 4 5 + ++ 1 /4	24 🖶 🛱 🛱 🕈 ? Loi 0
- Budget Details					
Budget No.	33333	Version No. 1		Status	Fresh
Description	ttttt	Aggregate / Period P	eriod	Definition Type	CC-Analysis-CE
Budget Type	Value	Budget Org Unit		Responsibility	
Org Unit	T	Effective Date	2011-01-01 💌	Expiry Date	2017-12-31 💌
Budget Category	ABCDEFGHIJKLMnkjsdf 💌				
Cost Center / Unit		Cost Center From P		Το 👂	
Cost Element					
CE Structure ID P		Cost Element From 👂		То	
Accounting Period Accounting Period From Increase / Decrease Details	2011-01-01	To	2017-12-31 💌		
Percentage Increase or Decrease		Budget Type	Value 🔻		
From Period	2011-01-01	To Period 2	2017-12-31 🔻		
Details	Get 💌	Increase / Decrease	1		
		Save			
Edit	Budget Details				

Figure 2.5: Edit Budget Header

- 1. The Edit Budget Header page is launched. See Figure 2.5.
- 2. Enter / change the Responsibility, Org Unit, Effective Date, Expiry Date and Budget Category.
- 3. Enter / change the Cost Center / Unit range for which the Budget is to be defined.
- 4. Enter the **Cost Element** range for which the **Budget** is to be defined.
- 5. Enter the Item Code range and Accounting Period for which the Budget is defined.
- 6. Enter the Increase / Decrease details and the Edit options.
- 7. Click Save to edit the Budget Header.

3.1.6 EDIT BUDGET DETAILS

Edit Budget Details				20		→ 5	; 🖻
Budget No. 33333		Version No. 1		Status Fresh			
Description ttttt		Aggregate / Period Period		Definition Type CC-Analysis-CE			
Budget Type Value		Budget Org Unit		Org Unit			
Responsibility		Effective Date 2011-01-01		Expiry Date 2017-12-3	31		
- Budget Details							
	r T.			😑 💷 🛛 Al	Ŧ		Q
# 🗇 Cost Center / Unit 👂 Cost Element 👂	Analysis # 🔎 Sub Analysis # 🔎	Item Code Item Variant	Budget Span	Accounting Period		Quantity	,
1 🗉 054646 1001004	111 B0000			01 Nov 2017 - 30 Nov 2017	*		
2					*		
4							>
							-
Edit			Edit And Authorize				
Attach Notes							
Created by	DMUSER		Created	Date 2017-07-18			
Last Modified by	,		Last Modified	l Date			

Figure 2.6: Edit Budget Details.

- 1. The Edit Budget Details page is launched. See Figure 2.6.
- 2. Enter / change the relevant details in the multiline.
- 3. Click **Edit** to modify the budget in the fresh status.
- 4. Click Edit and Authorize to modify the budget in the active status.

3.1.7 SELECT BUDGET

★ 🗎 Select Budget			≍ 틈 덛 ← '	? 🗟 🖪
Budaet No. 9	Version No.	Authorize Budget		
- Search Criteria				
Aggregate / Period	Definition Type CC-Analysis-CE	•	Budget Type ALL 🔻	
Budget No. From	То		Version No. Latest 🔻	
Description	Effective Date 2011-01-01 🔻		Expiry Date 2017-12-31 🔻	
Budget Org Unit 🛛 🗛 🖉	User ID			
Responsibility	Org Unit 🛛 🔻		Search	
Search Result(s)				
(i) (i) − 10 / 41 (i) (ii) (T) (T _k)			T	Q
# 🗉 Budget No. Version No. Description	Aggregate / Period	Definition Type	Budget Type	Bu
1 🖻 33333 1 ttttt	Period	CC-Analysis-CE	Value	
2 🖻 4444445 1 fffffff	Period	CC-Analysis-CE	Value	
3 🖻 4545457 1 ggggggg	Period	CC-Analysis-CE	Value	
4 🖻 ACCOUNT 7	Period	CC-Analysis-CE	Value	
5 🖻 ACCOUNT1 3	Period	CC-Analysis-CE	Value	
6 🗈 ACCOUNT2 3	Period	CC-Analysis-CE	Value	
7 🖻 ADMIN 1 ADMIN	Period	CC-Analysis-CE	Value	
8 🖾 ADMIN00 1 ADMIN00	Period	CC-Analysis-CE	Value	
9 🗈 ADMIN1 1 ADMIN	Period	CC-Analysis-CE	Value	
10 🗇 AJSC1528 1 AJSC-1528	Period	CC-Analysis-CE	Value	
<				>
	Authorize Budget			

Figure 2.7: Select Budget

- 1. The Select Budget page is launched. See Figure 2.7.
- 2. Use the Search Criteria to retrieve the Budget details in the multiline.
- 3. Select a row from the multiline and click on Authorize Budget to traverse to the Authorize Budget Header page.

3.1.8 AUTHORIZE BUDGET HEADER

★ 🗎 Authorize Budget Header					/3 끄4 🖶 🗗 🗲 ?
- Budget Details					
Budget No.	0001	Version No.	1	Status	Fresh
Description	0001	Aggregate / Period	Aggregate	Definition Type	Cost Center
Budget Type	Value	Budget Org Unit	RAMCOOU	Responsibility	
Org Unit	•	Effective Date	2014-01-01 💌	Expiry Date	2014-12-31 💌
Budget Category	ABCDEFGH 💌				
Cost Center / Unit Cost Center Structure ID		Cost Center From $ {m ho} $		то р	
Cost Element Cost Element Structure Id P Accounting Period		Cost Element From 👂		το ρ	
Accounting Period From	2014-01-01 💌	To	2014-12-31 💌		
Percentage Increase or Decrease From Period	2014-01-01	Budget Type To Period	Value 2014-12-31		
Details	Get 💌	Increase / Decrease			
Save		Authorize		Make As Default	
Authorize Budget Details					

Figure 2.8: Authorize Budget Header

- 1. The Authorize Budget Header page is launched. See Figure 2.8.
- 2. Enter / change the **Responsibility**, **Org Unit**, **Effective Date**, **Expiry Date** and **Budget Category** in the **Budget Details** group box.
- 3. Enter / change the **Cost Center / Unit** range for which the **Budget** is to be defined in the **Cost Center / Unit** group box.
- 4. Enter the Cost Element range for which the Budget is to be defined In the Cost Element group box.
- 5. Enter the Item Code range and Accounting Period for which the Budget is defined.

ramco

- 6. Enter the **Increase / Decrease** details and the **Edit** options.
- 7. Click Save to save the Budget Header.
- 8. Click Authorize to authorize the Budget Header level.

3.1.9 AUTHORIZE BUDGET DETAILS

*		Ĵ	Authorize Budget Details							⊢?⊡		
			Budget No. Bud01		Version No. 2			Status Fresh				
			Description		Aggregate / Period Agg	regate	Definition Type Cost Center					
			Budget Type Value		Budget Org Unit			Default Status No				
			Effective Date 2013-09-01		Expiry Date 201	3-12-31						
	-Bu	dge	t Details					-				
4		L	1 - 2 / 2 → → + - □ < ☆ ☆	T T _x			2 🗎 X C 🖡 🖛	all Discourse and Discourse an	•	Q		
#			Cost Center / Unit 🔎	Cost Element 🔎	Analysis # 🔎	Sub Analysis # 🔎	Item Code	Item Variant	Budget Span			
1			1100						2013-09-01-2013-12-3	L		
2			1200						2013-09-01-2013-12-3	L		
3												
			٩							Þ		
At	ach	Note	Authorize				Make As Default					

Figure 2.9: Authorize Budget Details

- 1. The Authorize Budget Details page is launched. See Figure 2.9.
- 2. Enter / change the relevant details in the multiline.
- 3. Click **Authorize** to authorize the budget in the active status.

3.1.10 SELECT BUDGET

* [<u>)</u>	Select Budget							7 \$ (± +	· ?	[a [
	arch	Budget I	No.		Version No.		,	Amend Budget					
		Aggregate / I	Period ALL	•	Definition Type	CC-Analysis-CE	T	Budget Type	ALL	•			
		Budget No.	From		То			Version No.	Latest 🔻				
		Desc	ription		Effective Date	2011-01-01 🔻		Expiry Date	2017-12-31	Ŧ			
		Budget Or	g Unit 🛛 🗶 🔻		User ID								
		Respon	sibility		Org Unit	•			Search				
	arch	Result(s)											
4	(1 -7/7	T Tx			A DE U	JXREC	# # 00 AI	T			_	Q
#		Budget No.	Version No.	Description	Aggregate / Period	d Def	finition Type	Budget Ty	pe				Bu
1		AJSC1342		1 AJSC-1342	Period	CC-	Analysis-CE	Value					
2		ANALYSIS		3	Period	CC-	Analysis-CE	Value					
3		COST001		3	Period	CC-	Analysis-CE	Value					
4		COST01		3	Period	CC-	Analysis-CE	Value					
5		CUSTOMER		3	Period	CC-	Analysis-CE	Value					
6		DEF-01		2 Ajsc1342	Period	CC-	Analysis-CE	Value					
7		SBD001		4	Period	CC-	Analysis-CE	Value					
		<											>
_													
					Amend Budget								

Figure 2.10: Select Budget.

- 1. The Select Budget page is launched. See Figure 2.10.
- 2. Use the Search Criteria to retrieve the Budget details in the multiline.
- 3. Select a row from the multiline and click on Amend Budget to traverse to the Amend Budget Header page.



3.1.11 AMEND BUDGET HEADER

*	Amend Budget Header		« • 1 → » 1/1 ≭ 를 🛱 🗲 ? 🗔
-	Budget Details		
	Budget No. 000	001 Version No.	1 Status Active
	Description 000	001 Aggregate / Period	Aggregate Definition Type Cost Center
	Budget Type Val	alue Budget Org Unit	RAMCOOU Responsibility
	Org Unit	▼ Effective Date	2014-01-01 🔻 Expiry Date 2014-12-31 💌
	Budget Category AB	BCD Approved by	Remarks
-	Cost Center / Unit Cost Center Structure ID	Cost Center From	To
-	Cost Element		
	Cost Element Structure Id 👂	Cost Element From	То
-	Accounting Period		
	Accounting Period From 20	014-01-01 🔻 To	2014-12-31 💌
-	Increase / Decrease Details		
	Percentage Increase or Decrease	Budget Type	Value 💌
	From Period 20	014-01-01 🔻 To Period	2014-12-31
	Edit Options Details Ge	iet 🔹 Increase / Decrease	
	Save		Make As Default
	Amend Budge	et Details	

Figure 2.11: Amend Budget Header

- 1. The Amend Budget Header page is launched. See Figure 2.11.
- 2. Enter / change the Responsibility, Org Unit, Effective Date, Expiry Date and Budget Category.
- 3. Enter / change the **Cost Center / Unit** range for which the **Budget** is to be defined.
- 4. Enter the **Cost Element** range for which the **Budget** is to be defined.
- 5. Enter the Item Code range and Accounting Period for which the Budget is defined.
- 6. Enter the Increase / Decrease details and the Edit options.
- 7. Click Save to save the Budget Header.

3.1.12 AMEND BUDGET DETAILS

*	D	Amend Budget Details						7¢ (ŧ	?	[ø
		Budget No. 0001		Version No. 1			Status Active					
		Description 0001		Aggregate / Period Aggregate		Defini	ition Type Cost Cente	r				
		Budget Type Value		Budget Org Unit		Defa	ult Status No					
		Effective Date 2014-01-01		Evoiry Date 2014-12-31		500						
		Enclave Date 2014-01-01		Expiry Date 2014-12-51								
	ludge	t Details										
44	•	1 -2/2 > > + = 0 % 0 0	T Tx			e 🗏 🖶 💷 🛛 All		Ŧ				Q
#		Cost Center / Unit 🔎	Cost Element 🔎	Analysis # 🔎	Sub Analysis # 🔎	Item Code	Item Variant	Bud	get Span			
1		054646						2014	+-01-01-	2014-12	-31	
2		054646						2014	+-01-01-	2014-12	-31	
3												
		4										
												r
		Amend			Make As De	efault						_

Figure 2.12: Amend Budget Details

- 1. The Amend Budget Details page is launched. See Figure 2.12.
- 2. Enter / change the relevant details in the multiline.
- 3. Click on **Amend** to amend the budget.

3.1.13 SELECT BUDGET

★ 🗎 S	elect Budget									≣ <i>'</i> ,		+	?	6
- Search C	B	udget No.			Ver	rsion No.		Act	tivate / Inactivate B	udget				
6 Gaarda 11	Aggregate / P Budget No. Descri Budget Org Respons	From guide Aggregate view of the second seco		Definit	tion Type To tive Date User ID Org Unit	Cost Center 2011-01-01		•	Budget Type Version No. Expiry Date Status	ALL Latest 2016-31-12 Active Search	• •			
- Search K	1 - 1 / 1 🕨 👐 🤊	T T.							All		7			Q
# 8	Budget No.	Version No.	Description	Aggregate / Period	Definition	Туре	Budget Type	Budget Org Unit	Effective Date		Expiry	Date		
1	Bud01	1	Bud01	Aggregate	Cost Cen	ter	Value		2013-01-09		2013-3	1-12		
	<												>	•
										_				
		Activ	ate					Inactivate						

Figure 2.13: Select Budget

- 1. The **Select Budget** page is launched. *See Figure 2.13*.
- 2. Use the Search Criteria to retrieve the Budget details in the multiline.
- 3. Select a row from the multiline and click on **Activate** to activate the budget and click on **Inactivate** to inactivate the budget.
- 4. Click on Activate / Inactivate Budget to traverse to the Activate / Inactivate Budget page.

3.1.14 ACTIVATE / INACTIVATE BUDGET

*	Activate / In	activate Budge	:t							44 4 1	▶ ▶▶ 1 /1	= z; i		+ '	: ©]
		Budget No. Bud01			Ân	Version No. 1					Status Definition Type	Active			
		Budget Type Value			E	ludget Org Unit	~				Org Unit	Cost Center			
	R	esponsibility				Effective Date 2013-01-	09				Expiry Date	2013-31-12			
	,	Approved by				Remarks									
	udget Details										_				
44	↓ 1 - 1 / 1 →	IF T Tx						L III			All	•			Q
#	Cost Center / Unit	Cost Element	Item Code	Item Variant	Budget Span	Accounting Period	Quantity		Amount	Variable Rate / %	for Flex. Budgeting	Variable Prope	ortion for (:E-Produ	ct
1	1100				2013-09-01-2013-12-31				2100.00		0.00				
	(
															-
			Activate							Inactivate	2				
Delete	Seasonal Adaptation					Attach N	lotes								

Figure 2.14: Activate / Inactivate Budget

- 1. The Activate / Inactivate Budget page is launched. See Figure 2.14.
- 2. Click **Activate** to activate an Inactive budget.
- 3. Click **Inactivate** to inactivate an Active budget.

Theme Budgeting: Scenario 2 - Cost Center - Cost Element Wise Budgeting

SI. #	Flow of Events	Primary	Component	Activity	UI Name	Functional Steps
		Actor(s)	Name	Name		
1	Setting	Cost	CBUD	Set	Set Parameters	1.Set the parameters as
	Parameters	Accountant		Parameters		required by the Organization.
2	Defining Cost	Cost	CBUD	Create Cost	Create Budget	1.Create Budget Header
	Center-Cost	Accountant		Budget	Header	
	Element				Croate Budget	2.Create the budget Details
	buugets				Details	Distribution Option or by
						specifying the details.
3	Editing Cost	Cost	CBUD	Edit Cost	Select Budget	1.Edit existing Budget
	Center-Cost	Accountant		Budget		Header.
	Element				Edit Budget	
	Budgets				Header	2.Edit existing details by
					Edit Budget	retrieved by using the
					Details	Distribution Option to
						overwrite the existing
4	Authorizing Cost	Cost	CBUD	Authorize	Select Budget	1.Authorize at Budget Header
	Center- Cost	Accountant		Cost Budget		level with / without
	Element				Authorize	modifications.
	Budgets				Budget Header	
					Authorize	Detail level with / without
					Budget Details	modifying the values
						(directly retrieved or by
						using the Distribution
						Option to overwrite the
5	Amending Cost	Cost	CBUD	Amend Cost	Select Budget	1.Amend at Budget Header
	Center-Cost	Accountant		Budget	Amond Budgot	Level with / without
	Budgets				Header	modifications.
	Duagets				<u>incuder</u>	2.Amend at Budget Detail level
					Amend Budget	with / without Modifying the
					<u>Details</u>	values (directly retrieved or
						by using the Distribution
						existing Details.)
6	Activating /	Cost	CBUD	Activate /	Select Budget	1.Activate / Inactivate the
	Inactivating Cost	Accountant		Inactivate Cost	:	Budget.
	Center- Cost			Budget	Activate /	
	Element				Inactivate	
1	Budgets	1	1	1	Budget	

3.2 COST CENTER – COST ELEMENT WISE BUDGETING

3.2.1 SET PARAMETERS

★ 🗎 Set Budget Parameters		E 7	4 🖶 🖬 🗲 ? 🗔 🗖
Function Defaults Restrict Access to Budgets at User Level No	7		
Number of Super Users for Budgets	5 ×		
44 ← [No records to display] → → + ☆ ☆ ▼ ▼.	人业日本		٩ 🔻
# Super User Number	User Name		
1			
Process Parameters			
Budget Level Organ	zation Unit 💌		
Control Totals for Budgets No	r		
Define Default Budgets No	r		
Provide Flexible Budgets No	·		
Variability for Flexible Budgets Rate	v		
	Set		

Figure 2.15: Set Parameters

- 1. The Set Parameters page is launched. See Figure 2.15.
- 2. Select Yes / No for the Restrict Access to Budgets at User Level Function default.
- 3. Specify the value for **Number of Super Users for Budgets** function default.
- 4. On enter; the number of super users will populate the **Super User Number** in the multiline. Specify the **Super User Name** for all rows in the multiline.
- 5. Select the Business Unit / Organization Unit for the Budget Level process parameter.
- 6. Select Yes / No for the Control Totals for Budgets process parameter.
- 7. Select Yes / No for the Define Default Budgets process parameter.
- 8. Select Yes / No for the Provide Flexible Budgets process parameter.
- 9. Select Flat / Percentage for the Variability for Flexible Budgets process parameter.
- 10. Click **Set** to apply the parameters.

3.2.2 CREATE BUDGET HEADER

Create Budg	et Header					갸 름		+	?	
	Budget No. Description Budget Org Unit Effective Date	100 Annual Budget × ALL ▼ 01-2011-01 ▼	Version No. Definition Type Responsibility Expiry Date	1 Cost Center - Cost Element 12-2016-31	Aggregate / Period Budget Type Org Unit	Period Value	v			
Cost Center / Un Cost Element	Cost Center Structure ID P Entry Point P	DEFAULT	Cost Center From P		το β					
	Cost Element Structure Id $ ho $		Cost Element From P		то 👂					
			Create							
Create Budg	et Details	C	enerate Budget	Distribute Budget				Atta	ich Ne	otes

Figure 2.16: Create Budget Header

- 1. The Create Budget Header page is launched. See Figure 2.16.
- 2. Enter the **Budget No** and **Description** of the budget.
- 3. Select from the Aggregate / Period, Definition Type, Budget Type, Budget Org Unit, Responsibility, Org Unit, Effective Date and Expiry Date.
- 4. Specify the **Cost Center** and **Cost Element** range for which the budget is to be defined.
- 5. Click **Create** to create the budget header.



3.2.3 CREATE BUDGET DETAILS

Create Budge	t Details											7\$		•	?	[ø
	Budget No Description Budget Type	 100 Annual Budget Value 			Aggre Bu	Version No. 1 egate / Period Period dget Org Unit				Defi	Status Fre	esh Ist Center	- Cost Ele	ment		
Budget Details										10 41			-			0
# Cost Cente	r/Unit O	Cost Element Q	Item Code	Item Variant	Budget Span	Accounting Period	Ouantity	Amount	Variable Rate / % for Flex.	Budaetina	Variable Prop	ortion for (CE-Produ	t		~
1 1100						~	L ,	0.00	,							
2						~										
3						~										
												_				
	Creat	te						Create A	nd Authorize							
Attach Notes																
		Created by	DMUSER						Created Date	07-2016-1	9					

Figure 2.17: Create Budget Details

- 1. The Create Budget Details page is launched. See Figure 2.17.
- 2. Enter relevant details in the multiline.
- 3. This can be done by importing from a MS Excel file and clicking on the **Upload Budget** pushbutton.
- 4. The same can be downloaded to a MS Excel file by clicking on the **Download Budget** pushbutton.
- 5. Click **Create** to create the budget in fresh status.
- 6. Click **Create and Authorize** to create the budget in active status.

3.2.4 SELECT BUDGET

* [) s	elect Budget										= x		⇒ ←	?	[ø
- 50	arch	Budget	tNo. 👂				Version No.			Edit Budg	et					
		Aggrega Budge I Budg Re	te / Period AL tt No. From Description et Org Unit AL sponsibility	L	V		Definition Type To Effective Date User ID Org Unit	Cost Center - Cost Element	t v		Budget Versior Expiry	Type Value n No. Latest Date 2016-31-1 Searc	• 2 •			
- Se	Search Result(s) J. Int Int Int 4 1 -4/4 4 10 X. Int Int												v			Q
#		Budget No.	Version No.	D	Description	Aggregate / Period	Definition Type	Budget Type	Budget Org Unit	Effective Date	Expiry Date	Responsibility	Org Un	it		
1		2016CE		1 CE	EBudget	Period	Cost Center - Cost Element	Value		2011-01-01	2016-31-12					
2	E	bud2013		1 Bu	udget 2013	Period	Cost Center - Cost Element	Value		2013-01-01	2013-31-12					
3	E	CostBudget		2 Co	ostBudget-2016	Period	Cost Center - Cost Element	Value		2016-01-01	2016-31-12					
4		Test01		1 Te	est01	Period	Cost Center - Cost Element	Value		2014-01-01	2014-31-12					
		<														>
							Edit Budget									

Figure 2.18: Select Budget

- 1. The **Select Budget** page is launched. *See Figure 2.18*.
- 2. Use the Search Criteria to retrieve the Budget details in the multiline.
- 3. Select a row from the multiline and click on **Edit Budget** to traverse to the **Edit Budget Header** page.



3.2.5 EDIT BUDGET HEADER

★ 🗻 Edit Budget Header				< <p>(4 4 1 2 3 →)» 1 /3 二 = □ ← ? □</p>
Budget Details				
Budget No.	100	Version No.	1	Status Fresh
Description	Annual Budget	Aggregate / Period	Period	Definition Type Cost Center - Cost Element
Budget Type	Value	Budget Org Unit		Responsibility
Org Unit	•	Effective Date	01-2011-01 💌	Expiry Date 12-2016-31 🔻
Cost Center / Unit		Sant Santas Francis		
Cost Center Structure ID		Cost Center From P		
Cost Element				
CE Structure ID 👂		Cost Element From 👂		То
Accounting Period				
Accounting Period From	01-2011-01 💌	To	12-2016-31 💌	
Increase / Decrease Details		Dudent Ture		
Percentage increase or Decrease		Budget Type	Value 🔻	
Edit Options	01-2011-01	To Penoa	12-2016-31	
Details	Get 🔻	Increase / Decrease		
		Save		
Edit Budget Details		Distribute B	udget	Attach Notes

Figure 2.19: Edit Budget Header

- 1. The Edit Budget Header page is launched. See Figure 2.19.
- 2. Enter / change the Responsibility, Org Unit, Effective Date and Expiry Date.
- 3. Enter / change the **Cost Center / Unit** range for which the **Budget** is to be defined.
- 4. Enter the **Cost Element** range for which the **Budget** is to be defined.
- 5. Enter the Item Code range and Accounting Period for which the Budget is defined.
- 6. Enter the Increase / Decrease details and the Edit options.
- 7. Click Save to edit the Budget Header.

3.2.6 EDIT BUDGET DETAILS

	Edit	Budget Details										7\$			+ '	? 🗔
		Budget No. Tester01 Description Tester01 Budget Type Value Responsibility			Ag	Version No. 1 gregate / Period Ag Budget Org Unit Effective Date 01	gregate -2011-01				Status Definition Type Org Unit Expiry Date	Fresh Cost Center 12-2014-31	- Cost	Elemen	t	
	udget	Details														
	•	1 -1/1 → → + - □ % ¢	Kt ▼ Tx				<u>له الم</u>	5	XZİX	C 4 = 0	All		•			Q
#		Cost Center / Unit 🔎	Cost Element 🔎	Item Code	Item Variant	Budget Span	Accounting Period		Quantity	Amount	Variable Rate / % f	or Flex. Budge	ting			
1		1100	1001002					×								
-																
		<														>
		Υ.														-
		Edit						Edit A	And Authorize							
Attac	Note	5														
		Cr	eated by DMUSER							Created Date	05-2014-30					
		Last Mo	dified by						L	ast Modified Date						

Figure 2.20: Edit Budget Details

- 1. The Edit Budget Details page is launched. Figure 2.20.
- 2. Enter / change the relevant details in the multiline.
- 3. Click **Edit** to modify the budget in the fresh status.
- 4. Click Edit and Authorize to modify the budget in the active status.



3.2.7 SELECT BUDGET

*) (Select Budget										JC\$ 1		•	?	Cō.
	arch	Budge	et No. 👂			Version No.			Aut	horize Budget						
		Aggregate	e / Period AL	L		Definition Type	Cost Center - Co	st Element	T	Buc	dget Type Value					
		Budget	No. From			То				Ve	ersion No. Lates	t 🔻				
		De	escription			Effective Date	2011-01-01	•		Đ	piry Date 2016	-31-12	Ŧ			
		Budget	t Org Unit AL	LV		User ID										
		Resp	oonsibility			Org Unit	V					Search				
	earch	Result(s)						_						_		
44	•	1 - 4 / 4 🕨 🕨	T Tx							H III All		-			_	Q
#		Budget No.	Version No.	Description	Aggregate / Period	Definition Type	Budget Type	Budget Org Unit	Effective Date	Expiry Date	Responsibility	Org U	nit			
1	V	2016CE	1	CEBudget	Period	Cost Center - Cost Element	Value		2011-01-01	2016-31-12						
2		bud2013	1	Budget 2013	Period	Cost Center - Cost Element	Value		2013-01-01	2013-31-12						
3		CostBudget	2	CostBudget-2016	Period	Cost Center - Cost Element	Value		2016-01-01	2016-31-12						
4		Test01	1	Test01	Period	Cost Center - Cost Element	Value		2014-01-01	2014-31-12						
		<													2	>
-													_	_		
						Authorize Budget										

Figure 2.21: Select Budget

- 1. The Select Budget page is launched. See Figure 2.21.
- 2. Use the Search Criteria to retrieve the Budget details in the multiline.
- 3. Select a row from the multiline and click on Authorize Budget to traverse to the Authorize Budget Header page.

3.2.8 AUTHORIZE BUDGET HEADER

★ 📋 Authorize Budget Header					≭ 🖶 🛱 🗲 ? 🗔 🗖
Budget Details					
Budget No. Te	ester01	Version No. 1	L	Status	Fresh
Description Te	ester01	Aggregate / Period A	Aggregate	Definition Type	Cost Center - Cost Element
Budget Type Va	alue	Budget Org Unit	RAMCOOU	Responsibility	
Org Unit	v	Effective Date	2011-01-01 🔻	Expiry Date	2014-31-12 💌
Cost Center / Unit Cost Center Structure ID Entry Point		Cost Center From $ {\cal P} $		To Ø	
Cost Element Structure Id P		Cost Element From $ \wp $		то 👂	
Accounting Period From 20	011-01-01 💌	То	2014-31-12 🔻		
Percentage Increase or Decrease From Period	011-01-01	Budget Type To Period	Value Value		
– Edit Options Details Ge	iet 💌	Increase / Decrease			
Save	Authorize			Make As Default	
Authorize Budget Details	Distribute Budget			Attach Notes	

Figure 2.22: Authorize Budget Header

- 1. The Authorize Budget Header page is launched. See Figure 2.22.
- 2. Enter / change the Responsibility, Org Unit, Effective Date and Expiry Date.
- 3. Enter / change the **Cost Center / Unit** range for which the **Budget** is to be defined.
- 4. Enter the **Cost Element** range for which the **Budget** is to be defined.
- 5. Enter the Item Code range and Accounting Period for which the Budget is defined.
- 6. Enter the Increase / Decrease details and the Edit options.
- 7. Click Save to save the Budget Header.
- 8. Click Authorize to authorize the Budget Header level.



3.2.9 AUTHORIZE BUDGET DETAILS

	Aut	horize Budget Detaik	s											7\$		•	?	6
-		Budget M	io. 100				Version No. 1						Status Fre	sh				
		Descripti	ion Annual Budget			A	ggregate / Period Period					Definitio	n Type Cos	t Center	- Cost Ele	ment		
		Budget Ty	pe Value				Budget Org Unit					Default	Status No					
		Effective Da	ate 01-Jan-2011				Expiry Date 31-Dec-2016											
	Budg	et Details																
4		1 -1/1 > >> +		T Tx				人上		i ∞ e	# # II	All			Ŧ			Q
#	Ε	Cost Center / Unit 🔎	Cost Element 🔎	Item Code	Item Variant	Budget Span	Accounting Period	Quantity	Amount	Variable Rate /	/ % for Flex	. Budgeting	Variable Pr	oportion	for CE-P	oduct		
1	1	1200	1001007				01 Dec 2016 - 31 Dec 2016 🗸	100.00										
2	Ĩ	5					•											
		<															2	>
_																		_
			Authorize							Make As D	Default							
Atta	ich Not	es																
_			Created	by DMUSER						Crea	ted Date	L9-Jul-2016						
			Last Modified	by						Last Modi	fied Date							

Figure 2.23: Authorize Budget Details

- 1. The Authorize Budget Details page is launched. See Figure 2.23.
- 2. Enter / change the relevant details in the multiline.
- 3. Click Authorize to authorize the budget in the active status.

3.2.10 SELECT BUDGET

*) S	Select Budg	jet									7 ‡ (+	?	6
		C .(1)-	Budget No.			Version No.			Ame	end Budget						
- 36	Aggregate / Period ALL Aggregate / Period ALL Budget No. From Description Description Budget Org Unit ALL Corg Unit ALL Corg Unit Corg										dget Type ALL (ersion No. Latest xpiry Date 2016- S	31-12 earch	*			
- Se	arch I	Result(s)														
44 4		1 - 2 / 2 🕨	H T T										1			ρ
#		Budget No.	Version No.	Description	Aggregate / Period	Definition Type	Budget Type	Budget Org Unit	Effective Date	Expiry Date	Responsibility	Orgl	Jnit			
1		bud20131	2	±0.1	Period	Cost Center - Cost Element	Value		2013-01-01	2013-31-12	DMUSER					
		<													>	
						Amend Budget										

Figure 2.24: Select Budget

- 1. The **Select Budget** page is launched. *See Figure 2.24*.
- 2. Use the Search Criteria to retrieve the Budget details in the multiline.
- 3. Select a row from the multiline and click on Amend Budget to traverse to the Amend Budget Header page.



3.2.11 AMEND BUDGET HEADER

★ 🗎 Amend Budget Header				44 4 1 2	> >> 1 /	2 🗐 🗆		+	?	6
– Budget Details										
Budget No.	bud20131	Version No.	2	Status	Active					
Description		Aggregate / Period	Period	Definition Type	Cost Center - C	ost Element				
Budget Type	Value	Budget Org Unit	RAMCOOU	Responsibility	DMUSER		×			
Org Unit	•	Effective Date	2013-01-01 💌	Expiry Date	2013-31-12	Ŧ				
Approved by P		Remarks								
Cost Center / Unit				_						
Cost Center Structure ID		Cost Center From		То						
Entry Point P										
Cost Element Structure Id Ø		Cost Element From		То						
 Accounting Period 										
Accounting Period From	2013-01-01 💌	То	2013-31-12 💌							
Increase / Decrease Details										
Percentage Increase or Decrease		Budget Type	Value 🔻							
From Period	2013-01-01 💌	To Period	2013-31-12 💌							
- Edit Options		T								
Details	Get 🔻	Increase / Decrease								
Save				Make As Default						

Figure 2.25: Amend Budget Header

- 1. The Amend Budget Header page is launched. See Figure 2.25.
- 2. Enter / change the Responsibility, Org Unit, Effective Date and Expiry Date.
- 3. Enter / change the **Cost Center / Unit** range for which the **Budget** is to be defined.
- 4. Enter the **Cost Element** range for which the **Budget** is to be defined.
- 5. Enter the Item Code range and Accounting Period for which the Budget is defined.
- 6. Enter the Increase / Decrease details and the Edit options.
- 7. Click Save to save the Budget Header.

3.2.12 AMEND BUDGET DETAILS

*		Amend Budget Deta	ails									7\$		₽ ◆	· ?	©]
		Budget N Descripti Budget Ty Effective Da	lo. t01 ion t01 pe Value ate 01-2011-01			Version Aggregate / Pe Budget Org Expiry [No. 1 riod Aggregate Unit Date 12-2014-31				Statu: Definition Type Default Statu:	Active Cost Cente No	r - Cost I	Element		
	Budg	et Details														
44	•	1 -1/1 > >> +		T Tx				人上日		x C 🖡 🖷 🔟	All		Ŧ			Q
#		Cost Center / Unit 🔎	Cost Element 🔎	Item Code	Item Variant	Budget Span	Accounting Period	Quantity	Amount	Variable Rate / % for	Flex. Budgeting	Variable Pro	portion f	or CE-Pro	oduct	
1	1	1100	411300			2011-01-01-2014-12-31	~		0.00							_
2	1						~									
		<													2	>
			Amend						Make	As Default						
Atta	ch No	es														
			Created Last Modified	by DMUSER						Created Date 0	i-2014-30					
			and moundu	-,						Loss i roundu Dutu						

Figure 2.26: Amend Budget Details

- 1. The Amend Budget Details page is launched. See Figure 2.26.
- 2. Enter / change the relevant details in the multiline.
- 3. Click on Amend to amend the budget.



3.2.13 SELECT BUDGET

* [9	Select Budget													+	?	Ľ.
- Se	arch	Budg	jet No.			v	ersion N	No.			Acti	vate / Inactivate	Budget				
		Aggregate / Perio	ALL	•		Definition Type	Cost C	Center - Co	st Element	•		Budget Type	Value	Ŧ			
		Budget No. Fro	m			То						Version No.	Latest	•			
		Descriptio	n			Effective Date	2011-0	01-01	Ŧ			Expiry Date	2016-31-	2 🔻			
		Budget Org Un	nit ALL 🔻			User ID						Status	Active	Ŧ			
		Responsibilit	ty			Org Unit	•						Sear	:h			
- Se	arch	Result(s)															
44	0	1 - 2 / 2 🕨 🗰	T Tx					7	. <u>L</u> 🛛 🛛	. 🛛 🗎 🖕	🐺 📁 💷 🗛			·			Q
#		Budget No.	Version No.	Description	Aggregate / Period	Definition Type		Budget 1	Туре	Budget Org Uni	it Effective Date	Expiry Date	Si	atus			
1		bud20131		2	Period	Cost Center - Cost		Value			2013-01-01	2013-31-12	A	tive			
2	1	t01		1 t01	Aggregate	Cost Center - Cost		Value			2011-01-01	2014-31-12	Ad	tive			
		<															>
				Activate							Inactivate						
Activat	e / Ina	activate Budget															

Figure 2.27: Select Budget

- 1. The Select Budget page is launched. See Figure 2.27.
- 2. Use the **Search Criteria** to retrieve the **Budget** details in the multiline.
- 3. Select a row from the multiline and click on **Activate** to activate the budget and click on **Inactivate** to inactivate the budget.
- 4. Click on Activate / Inactivate Budget to traverse to the Activate / Inactivate Budget page.

3.2.14 ACTIVATE / INACTIVATE BUDGET

*	Activate / In	activate Budget								44 4 1 2	▶ ₩ 1 /2	≣ ≭		+	? 🗟
		Budget No. bud2013	31			Version No. 2	2				Status	Active			
		Description				Aggregate / Period Pe	Period				Definition Type	Cost Center	- Cost Ele	ment	
	E	udget Type Value				Budget Org Unit					Org Unit				
	R	esponsibility DMUSER	1			Effective Date 2	2013-01-01				Expiry Date	2013-31-12			
	A	pproved by				Remarks									
C Ru	daet Details														
											41		-		0
	1-3/3 1	PP T T _x	the Code	These Manhaed	Budeet Gere	Annual track Deviced	0					11-12-14-10	*		
#	Cost Center / Unit	Cost Element	Item Code	Item variant	Budget Span	Accounting Period	Qua	anaty	Amount	variable kate / % to	r Hex. Budgeting	variable Pro	oportion n	or CE+ro	JUCT
1	1100	411200				2013-01-01-2013-01-31			10000.00						
2	1200	411300				2013-02-01-2013-02-28			10000.00						
3	1210	411400				2013-03-01-2013-03-31			1500.00						
	<														>
			Activate							Inactivate					

Figure 2.28: Activate / Inactivate Budget

- 1. The Activate / Inactivate Budget page is launched. See Figure 2.28.
- 2. Click Activate to activate an Inactive budget.
- 3. Click Inactivate to inactivate an Active budget.

MAC INCORPORATION

Theme MAC Incorporation: Scenario 1 – MAC Incorporation

SI. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1.	Incorporate the financial transactions into MAC	Senior Accountant	MINC	Incorporate Financial Transactions	Incorporate Financial Transactions	1.Incorporate financial transactions into MAC and view the logged error details.
					View Error Log Details	

4.1 MAC INCORPORATION

4.1.1 INCORPORATE FINANCIAL TRANSACTION

\star 🗎 Incorporate Financial	Transactions				■ 겨 帚 댜 ←	? 🗔 🖪
Incorporation Information From Date Finance Book	2016-01-05 ALL		To Date 2016-15-05	× iii	Business Function Group Book Keeping	v
			Incorporate			
View Error Log						

Figure 3.1: Incorporating financial transactions

- 1. The Incorporate Financial Transactions page is launched. See Figure 3.1.
- 2. Enter the **From Date** and **To Date** in the **Incorporation Information** group box, to specify the period within which the financial transactions have been posted to the corresponding finance book.
 - Note: Ensure that the date entered in the "To Date" field is later than the date entered in the "From Date" field.
- 3. Select the Business Function Group, whose financial transactions have to be incorporated into MAC.
- 4. Select the **Finance Book**, to which the financial transactions of a business function group are posted.
- 5. Click the **Incorporate** pushbutton to incorporate the financial transactions.
- 6. Select the **View Error Log** link to view the error log details.

4.1.2 VIEW ERROR LOG

*	View Erro	or Log File										⇒ ←	? [¢ K
- Er	ror Details													
44	1 - 2 / 2	P P T T	T _x				<u>بر</u>		e	All	•			Q
#	Finance Book	Org. Unit	Business Function Group ID	Transaction Type	Transaction No	Date	Quantity	Unit of Measure	Base Amount	Error Description				
1	A	2	ВК	BK_CREVJV	CRV-000006-2011	2011-30-11	0.00		0.00	BASE TRANSACTIO	N AMOUNT IS Z	ERO		
2	A	2	ВК	BK_CREVJV	RCRV-000006-2011	2011-01-12	0.00		0.00	BASE TRANSACTIO	N AMOUNT IS Z	ERO		
											_			
	<													>

Figure 3.2: Viewing error log file

- 1. The View Error Log page is launched. See Figure 3.2
- 2. View the error details that have been logged while the transactions are being incorporated.

COST ALLOCATION

Theme Cost Allocation: Scenario 1 - Allocation of Actual Costs across Cost Centers

SI. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Set the Parameters	Cost Accountant	CALL	Set Parameters	<u>Set Parameters</u>	1.Set the Parameters as required by the Organization
2		Cost Accountant	CALL	Maintain Complex Allocation	Maintain Complex Allocation Setup	1.Maintain Complex Allocation Run.
3		Cost Accountant	CALL	Simulate Multiple Allocation	Simulate Multiple Allocation	1.Simulate the multiple allocation run

5.1 ALLOCATION OF ACTUAL COSTS ACROSS COST CENTERS

5.1.1 SET PARAMETERS

Set Parameters	7 \$	•	?	
Process Parameters				
Include Activity Balance in Allocation YES 💌				
Use Credit Cost Element NO 💌				
Overwrite Credit Cost Element				
Punction Defaults Default Credit Cost Element ρ 109902				
Set				
Set				

Figure 4.1: Set Parameters

- 1. The **Set Parameters** page is launched. *See Figure 4.1*.
- 2. Select Yes / No for the Include Activity Balance in Allocation process parameter.
- 3. Select Yes / No for the Use Credit Cost Element process parameter.
- 4. Select Yes / No for the Overwrite Credit Cost Element process parameter.
- 5. Specify the Cost Element Value for the Default Credit Cost Element function default.
- 6. Click **Set** to apply the parameters.

5.1.2 MAINTAIN COMPLEX ALLOCATION

*	D	Maintain Con	nplex Allo	ocation Setup					□ x = ↓ ←	• ? 🖪
			Report Type		Status					
		F	Finance Book	AVEOS V	Year	31 Dec 2015-31 Dec 2016	T	Period	01 Mar 2016-31 Mar 2016	•
			Run No.		Run Description	v				
A	locat	tion Details				·				
		Alle	ocation Leve	Cost Center 💌	Source Cost Center Type		v			
		Source Cost	Center From	1	То					
		Source Cost E	Element From	1	То					
									Get Details	5
	ource	e Cost Center / E	element De	tails						
44	•	1 - 5 / 167				- 一 一	8 X 2 8 X 8 4 4	All DIO	•	Q
#		Cost Center		Cost Center Description	Cost Element		Cost Element Description		Allocation %	
1		054646		Engine Tail Repair Shop						
2		1100		1100 - EMC GENERAL MANAGER						
3		1200		1200 - EMC ENV HEALTH AND SAFETY						
4		1210		1210 - EMC MAINTENANCE SRVCS MGMT						
5		1220		1220 - EMC TOOLING						
		Target Cost Apportic	Center Type		Target Cost Center From Allocation Element			То	Get Details	5
	arget	t Cost Center De	itails			1. Di			-	0
**	1.00	No records co di	ispiay] /		Datia (Daarahara	<u> </u>	UAKENG # #	All	•	Þ
*		Cost Center		lost Center Description	Ratio / Percentage					
				Create	E	dit		Delet	te	
	Crea	te/Edit Allocation B	lasis					Copy Allocation		
				Created by			Created Dat	'e		
				Last Modified by			Last Modified Dat			
				coast - Outried by			Last Houlited Dat	A		

Figure 4.2: Maintain complex allocation setup

- 1. The Maintain Complex Allocation Setup page appears. See Figure 4.2.
- 2. Specify the **Report Type** for which the cost allocation has to be done.
- 3. Enter the **Run #** of the sequence of allocations that have been defined on a finance book for a particular accounting period.
- 4. Specify the Allocation Level, Source Cost Center Type, Source Cost Center From and To, Source Cost Element From and To, in the Allocation Details group box.

- 5. Click the **Get Details** pushbutton to retrieve the source cost center details. Cost element details will also be displayed, if allocation level selected is cost center-cost element.
- 6. Modify the Allocation % displayed in the Source Cost Center/Element Details multiline, if required.
- 7. Specify the Target Cost Center Type, Target Cost Center From and To.
 - Ensure that the target cost center is of type "Detail" except for cost centers with "Reporting cost center" is set as "Yes" in "Create Analysis Code" activity of "Account Based Budget" business component.
- 8. Specify the allocation basis in the **Apportionment Basis** drop-down list box.
- 9. Click the **Get Details** pushbutton to retrieve the target cost center details.
 - Note: The system retrieves and displays all the cost centers falling within the specified "Target Cost Center" range
 - Note: Within the specified "Target Cost Center" range, if "Target Cost Center Type" is set the system retrieves and displays the following:

a. The source cost centers that are of type "Detail".

b.All the analysis codes defined for the login OU for which "Reporting Cost Center" is set to "Yes" in "Create Analysis Code" activity of "Account Based Budget" business component.

- 10. Enter the Ratio / Percentage of the allocation in the Target Cost Center Details multiline.
 - Note: Ensure that a positive value is entered in this field, if the "Apportionment Basis" field is set as either "Ratio" or "Percentage".
- 11. Click the **Create** pushbutton provide below the multiline to create the allocation details.
- 12. Click the **Edit** pushbutton to modify the allocation details.
- 13. Click the **Delete** pushbutton to delete the records.
 - Note: You can modify or delete only those records for which the run number is in either "Fresh" or "Active" status, and for which the allocation has not been processed for the run number.

5.1.3 SIMULATE COMPLEX ALLOCATIONS

Process / Cancel Allocation			≡ ≭ ≑ ⊄ + ? ⊡ ⊾
Report Type AIRCI Run No. Ø Finance Book AVEO Budget No. Ø Budo	RAFT Run Description OS Comparison OS Comparison O Compa	Allocated On 01 Jan 2015-30 Dec 2015 × • Period	Actuals 💌 01 Jan 2015-31 Jan 2015 💌
	Process	Cancel	
	Created by	Created Date	

Figure 4.3: Simulate Multiple Cost Allocations

- 1. The **Process / Cancel Allocation** page is launched. *See Figure 4.3*.
- 2. Specify the **Report Type** for which the cost allocation has to be done.
- 3. Enter the **Run #** of the allocation.
 - 🖎 Note: Help menu is available to select the run number.
- 4. Set the **Allocated On** drop-down list box to "Actuals", "Budgets" or "Both", to specify the type of cost involved in the allocation simulation.
- 5. Enter the Budget # of the cost element.
 - Note: Entry in this field is mandatory, if the "Allocation On" field is set as "Budget".
- 6. Enter the **Version #** of the budget.
- 7. Click the **Process** pushbutton, to simulate the allocations.
- 8. Click the Cancel pushbutton to cancel the allocation process.

- Note: When "Allocation On" is set as 'Actuals', and 'Reporting Cost Centers" has been set in "Allocation Setup" in the "Maintain Complex Allocation" page, then reporting cost center will also be considered for allocation process similar to that of detailed cost center.
- 🏽 Note: You can cancel the simulation of allocation process, only if the run number is in "Active" status.

MANAGEMENT ACCOUNTING ENTRIES

Theme Management Accounting Entries: Scenario 1 – Management Accounting Entries

SI. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1.	Create the MAC voucher.	Senior Accountant	MENT	Create MAC Voucher	<u>Create MAC</u> Voucher	1.Create MAC voucher to post financial entries to cost centers.
2	Edit the MAC voucher	Senior Accountant	MENT	Edit MAC Voucher	<u>Select MAC</u> Voucher	1.Select MAC voucher for modification or deletion.
					<u>Edit MAC</u> Voucher	2.Modify, Delete or Authorize the existing details retrieved.
3.	Authorize the MAC voucher	Senior Accountant	MENT	Authorize MAC Voucher	Select MAC Voucher Authorize MAC Voucher	 Select MAC voucher for authorizing. Authorize or return MAC vouchers
3.	Reverse the MAC voucher	Senior Accountant	MENT	Reverse MAC Voucher	Select MAC Voucher Reverse MAC Voucher	1.Reverse MAC vouchers posted to the cost center

6.1 MANAGEMENT ACCOUNTING ENTRIES

6.1.1 CREATE MAC VOUCHER

1. Select the **Create MAC Voucher** link under the **Management Accounting Entries** business component. The **Create MAC Voucher** page appears. *See Figure 5.1.*

	Create MAC Voucher							:⊄ ≣	□ + □	• ?	C K
	Voucher 1	No. ME-000002-2016	,	Voucher Date 2016-26-0	15		Status Fresh Remarks				
v	oucher Details										
-	 < 1 −1/1 → → 	+ 0 0 T T.			🖌 🗉 🖾 🖾 🖬 🖉 🕒	# # III	All		r		Q
#	aference No.	Item Code 🔎	Item Variant	Cost Center 🔎	Cost Element 🔎	Quantity		Amount	t		
1				054646	411100		1000.00		10000	0.00	
2											
	<										>
Edit V	Creat	e		Attach No	Create And Authorize						
		Created By		Attastito	Created Date 2016-26-05						

Figure 5.1: Create MAC Voucher

- 2. Enter the date on which the voucher is created, in the **Voucher Date** field.
- 3. Enter the Cost Center and the Cost Element to which the transaction is posted, in the Voucher Details multiline.
- 4. Enter the **Quantity** of the item involved in the transaction and the transaction **Amount** that has to be posted to the Cost Center Cost Element.
- 5. Click the **Create** pushbutton to create voucher in fresh status.
- 6. Click the Create and Authorize pushbutton to create and authorize the voucher.

6.1.2 SELECT MAC VOUCHER

* 🗎	S	elect MAC Voucher										≣ ≭		4	+	?	0
		Voucher No.		Edit Voucher													
- Sear	ch (ritoria															
	circ	Voucher No. From				То					User ID	DMUSER					
		Voucher Date From				То					Cost Center 👂						
		Voucher Amount From				То					Cost Element 👂						
		Status	Fresh 💌									Search					
- Sear	rch F	Result(s)														_	
44 4	1	1 - 1 / 1 🕨 🕨 🝸 🏹						Y TO 2	K 🛛 🗎 🔮	₽ ₽ Ш	All		Ŧ				ρ
# 1		Voucher No.		Voucher Date	Voucher Amount		Status										
1		ME-000002-2016	:	2016-26-05		100000.00	Fresh										
																	_
						Delete											
-																	_

Figure 5.2: Selecting MAC Voucher for editing

- 1. The Select MAC Voucher page is launched. See Figure 5.2.
- 2. Use the Search Criteria to retrieve the details of the voucher in the multiline.
- 3. Select a row in the multiline.
- 4. Click the **Delete** pushbutton, to delete the voucher.

6.1.3 EDIT MAC VOUCHER

*		Edit MAC Vouch	er			44	4 1 >	▶ 1 /1	/# F	₽ ← 1	2
- v	ouche	Voud	ner No. ME-000002-2016		Voucher Date 2016-26-0	5 <u></u> 趙		Status Fresh Remarks			
•	4	1 -1/1 > >>	+ 0 ¢ ¢ T T,			▶ 늘 등 곳 문 븝 ∞ €	# # M	All	T		Q
#		Reference No.	Item Code 🔎	Item Variant	Cost Center 🔎	Cost Element 🔎	Quantity		Amount		
1					054646	411100		1000.00		100000.00	
2											
_		Edit		Delete		Edit An	d Authorize				
Attad	Note	s									
			Created By DN Last Modified By	IUSER		Created Last Modified	Date 2016-26-	05			

Figure 5.3: Edit MAC Voucher

- 1. The Edit MAC Voucher page is launched. See Figure 5.3.
- 2. Modify the date on which the voucher is created, in the **Voucher Date** field.
- 3. Modify the details in the **Voucher Details** multiline.
- 4. Click the **Edit** pushbutton to modify the voucher details that are in "Fresh" or "Returned" status.
- 5. Click the Edit and Authorize pushbutton to modify and authorize the voucher details.
- 6. Click the **Delete** pushbutton to delete the voucher.

6.1.4 SELECT MAC VOUCHER

1. Select the Authorize MAC Voucher link under the Management Accounting Entries business component. The Select MAC Voucher page is launched. *See Figure 5.4.*

* 🗎 🤅	k 🗎 Select Budget 🗐 🖾 🖶 ? 🖸												
- Search	Budget No	o. P			Version No.			Authorize Budge	t				
- Search	Aggregate / P Budget No. Descri Budget Org Respons Result(s)	eriod Aggregate From Difference			Definition Type To Effective Date User ID Org Unit	Cost Center	▼		Budget Type Version No. Expiry Date	ALL Latest V 2016-31-12 Search	• •		
44 4	1 - 2 / 2 🕨 🙌	T T.						F 🖶 💷	All		T		Q
# 🗉	Budget No.	Version No.	Description	Aggregate / Period	Definition Type		Budget Type	Budget Org Unit	Effective D	ate		Expiry L	Date
1	0001	1	0001	Aggregate	Cost Center		Value		2014-01-01			2014-3	-12
2	Tester01	1	Tester01	Aggregate	Cost Center		Value		2011-01-01			2014-3	-12
	<												>
	Authorize Budget												

Figure 5.4: Select MAC voucher for authorizing

- 2. Use the Search Criteria to retrieve the details of the voucher in the multiline
- 3. Select a row in the multiline.
- 4. Click the Authorize pushbutton, to authorize the vouchers.
 - >> Note: You can authorize only those vouchers that are in "Fresh" or "Returned" status.

6.1.5 AUTHORIZE MAC VOUCHER

1. Enter the Voucher No. and select the Authorize MAC Voucher link provided alongside in the Select MAC Voucher page.

Or

2. Use the **Search Criteria** to search for the voucher that must be authorized. Select the hyperlinked **Voucher #** field in the multiline. The **Authorize MAC Voucher** page appears. *See Figure 5.5.*

*	Authorize MAC Vo	ucher	44 4	1 > >> 1 /1 = 73		← ? 🗔		
	Voucher	No. ME-000002-2016		Voucher Date 2016-26-05	× iii	Status Fresh Remarks		
Ve	oucher Details						-	0
#	Reference No.	Item Code D	Item Variant	Cost Center &	Cost Element Q	- Al	Amount	
1				054646	411100	1000.00		100000.00
2								
	<							>
_								
		Author	ize			Return		
Attach	Notes							
		Created By DMUSER			Created Date	≥ 2016-26-05		
		Last Modified By			Last Modified Date	2		

Figure 5.5: Authorizing MAC Voucher

- 3. Enter the date on which the voucher is created, in the Voucher Date field.
- 4. Modify the **Reference No**, **Item Code**, and **Item Variant**, in the **Voucher Details** multiline if required and modify the **Cost Center** and the **Cost Element** to which the transaction is posted, if required.
- 5. Modify the **Quantity** of the item involved in the transaction and the transaction **Amount** to be posted to the cost center-cost element.
- 6. Click the **Authorize** pushbutton to authorize the voucher and click the **Return** pushbutton to return the voucher.
 - Note: You can modify and authorize the details of only those vouchers that are in "Fresh" or "Returned" status.

6.1.6 SELECT MAC VOUCHER

1. Select the **Reverse MAC Voucher** link under the **Management Accounting Entries** business component. The Select **MAC Voucher** page appears. *See Figure 5.6.*



\star 🗎 Select MAC Voucher					= x		+	?	Lø.
Voucher No.	Reverse Vou	ther							
Voucher No. From		То	(m)	User ID Cost Center . P	DMUSER				
Voucher Amount From		То		Cost Element 👂	Soarch				
– Search Result(s)					Jearch				
44 4 1 -1 / 1 ▶ ▼ ▼ # □ Voucher No	Voucher Date	Vaucher Amount	Status			•		_	Q
1 ME-000001-2014	2014-15-04	19850.00	Authorized						
		Reverse							
Reverse Voucher									

Figure 5.6: Selecting MAC Voucher for Reversing

- 2. Enter the number identifying the MAC voucher in the Voucher No. field.
- 3. Enter the **Cost Center** and the **Cost Element** to which the transaction is posted.
- 4. Click the **Search** pushbutton to retrieve the voucher details in the **Voucher Details** multiline.
- 5. Select at least one voucher in the multiline and click the **Reverse** pushbutton to reverse the voucher.

6.1.7 REVERSE MAC VOUCHER

1. Enter the Voucher No. in the Select MAC Voucher page and select the Reverse MAC Voucher link provided alongside.

Or

2. Use the **Search Criteria** to search for a voucher that has to be reversed. Select the hyperlinked **Voucher #** in the multiline. The **Reverse MAC Voucher** page appears. *See Figure 5.7.*

*	Reverse MAC Voucher				44		: 🖶 🗗 🕈 2 La
-	Reversal Voucher no. Voucher No.	ME-000001-2014	Reve	rsal Date 2016-26-05 ucher Date 2014-15-04	×	Status Authorized Remarks for Reversal Remarks	
V	oucher Details						
		then Code	These Manian &	Cost Costs		- UL A	4
	Kelerence No.	Item Code	item vananc	Cost Center	Cost Element	Quantity	Amount
1				1100	511100	0.00	7520.00
2				1200	500000	0.00	2580.00
4				1200	500000	0.00	3550.00
5				1100	514100	0.00	1850.00
6				1200	514100	0.00	2540.00
	<						>
-							
				Reverse			
Attach	Notes						
		Created By DMUSER Last Modified By			Created Da Last Modified Da	te 2014-29-09 te	

Figure 5.7: Reversing MAC Voucher

- 3. Enter the date on which the reversal voucher is created in the Reversal Date field.
- 4. Click the **Reverse** pushbutton to reverse the voucher.
 - Note: You can reverse only those vouchers that are in "Authorized" status.

FINANCIAL BOOK CLOSURE

Theme Financial Book Closure: Scenario 1 – Financial Book Closure

SI. #	Flow of Events	Primary	Component	Activity	UI Name	Functional Steps
		Actor(s)	Name	Name		
1.	Close MAC	Chief	FCC	Close MAC	Close MAC Calendar	1.Close the MAC Calendar
	Calendar	Finance		Calendar		2.View the BFG Details
		Officer			View BFG Details	
						3.View the Pending
					View Costing	Transactions
					Function Pending	
					Transactions	4.View the preceding
						BFG Status
					View Period Closure	
					<u>Status</u>	5.View the Error Log File.
					View Preceding BFG	
					<u>Status</u>	
					<u>View Error Log File</u>	

7.1 FINANCIAL BOOK CLOSURE

7.1.1 CLOSE MAC CALENDAR

★ 🔋 Close MAC Calendar 🗐 🎞 🖶 🛱 🔶 우 🗔 🖥											
Run No. Closure Type Final Period Code From 01 Jan 2011 - 33	Jan 2011	usiness Function Group M Close Period/Year F To C	IAC Period 💌 01 Jan 2011 - 31 Jan 2011	v	Finance Book Year Code	AVEOS V 01 JAN 2011 Get	- 31 DEC 2	011		r	
Year Code FY11		Description F	inancial Year 2011		Year Status	OPEN					
Period Details											
$\underbrace{\longleftrightarrow} \underbrace{\bullet} 1 - 1 / 1 \underbrace{\bullet} \underbrace{\bullet} - \underbrace{\intercal} \underbrace{\intercal}_x$					All		T			Q	
# 🖻 Period Code	Description	Start Date	End Date	Period Status							
1 🗇 JAN11	January 2011	2011-01-01	2011-31-01	OPEN							
		Clos	e							_	
BFG Components Preceding BFG Closure Status	Pending Transaction View Error Log	s		Period Closure Status							

Figure 6.1: Close MAC Calendar

- 1. The **Close MAC Calendar** page is launched. *See Figure 6.1*.
- 2. Enter the Run No.
- 3. Select the Finance Book, Closure Period / Year, Year Code, Period Code From and Period Code
- 4. Click **Get** the retrieve the details in the multiline.
- 5. Click **Close** to close the MAC period.
- 6. Click **BFG Components** to launch the **View BFG Details** page.
- 7. Click Pending Transactions to launch the View Costing Function Pending Transactions page.
- 8. Click Period Closure Status to launch the View Period Closure Status page.
- 9. Click Preceding BFG Closure Status to launch the View Preceding BFG Status page.
- 10. Click View Error Log to launch the View Error Log File page.

7.1.2 VIEW BFG DETAILS

★ 🗎 View BFG Details		≍ = □ ← ?	Co K
Business Function Group Name Management Accounting	Org. Unit RAMCOOU X 💌		
Function			
•• • [No records to display] • • • T		•	Q
# Org. Unit Function			
	Found no rows to display!!!		

Figure 6.2: View BFG Details

- 1. The View BFG Details page is launched. See Figure 6.2.
- 2. Select the Organization Unit to retrieve the relevant details in the multiline.
- 3. View the BFG details.

7.1.3 VIEW COSTING FUNCTION PENDING TRANSACTIONS



* 🗈	View Costing Function	Pending Transactions						74			- ?	Ľ¢	K
Trança	Business Function Group Finance Book	Management Accounting		Function MINC V rear Code			Org. Unit Period Code	RAMCOO 01 JUL 20	J▼ 12 - 31 J	JUL 201	2	Get	•
	No records to display] 🕨 🕅	T T.				-	All			r			Q
# Fun	nction	Org Unit	Transaction No	Transaction Type	Transaction Date		Status						

Figure 6.3: View Costing Function Pending Transactions

- 1. The View Costing Function Pending Transactions page is launched. See Figure 6.3.
- 2. Select the Function, Organization Unit, Finance Book, Year Code and Period Code.
- 3. Click **Get** to retrieve the details in the multiline.

7.1.4 VIEW PERIOD CLOSURE STATUS

★ 📋 View Period Closure Status	;			24		+	? [Ø K
Business Function Group Mana	gement Accounting	Finance Book	Year Code 🔍					
Year Code ~#~		Description	1	Year Status				
- Period Details								
(In the image of t	T T.			All	Ŧ			Q
# Period Code Description	Start Date	End Date Period Status						

Figure 6.4: View Period Closure Status

- 1. The View Period Closure Status page is launched. See Figure 6.4.
- 2. Select the Finance Book and Year Code.
- 3. Click **Get** to retrieve the details in the multiline.

7.1.5 VIEW PRECEDING BFG STATUS

★ 🗎 View Preceding BFG Status		≭ 클 댜 ← ? ☞ 토
Business Function Group Management Accounting Year Code 01 JAN 2012 - 31 DEC 2012 V	Preceding Business Function Group AV Period Code	Finance Book a × +
Business Function Group		
(i) I (No records to display] I II II T		
# Preceding Business Function Group	Finance Book Financial Period	Closed Status Closed Date Closed by

Figure 6.5: View Preceding BFG Status

- 1. The View Preceding BFG Status page is launched. See Figure 6.5.
- 2. Select the Preceding Business Function Group, Finance Book, Year Code and Period Code.
- 3. Click **Get** to retrieve the details in the multiline.



7.1.6 VIEW ERROR LOG FILE

*	★ 🔋 View Error Log File 🔲 겨 룸 ♬ ← ? 🗔											← ? ⊡ ⊡	ĸ
- E	- Error Details												
44	• <u>1</u> - 2 / 2	► ₩ T	τ.						e = = =	All	T	Q	Ś
#	Finance Book	Org. Unit	Business Function Group ID	Transaction Type	Transaction No	Date	Quantity	Unit of Measure	Base Amount	Error Description			
1	A	2	ВК	BK_CREVJV	CRV-000006-2011	2011-30-11	0.00		0.00	BASE TRANSACTION A	MOUNT IS ZERC)	
2	A	2	ВК	BK_CREVJV	RCRV-000006-2011	2011-01-12	0.00		0.00	BASE TRANSACTION A	MOUNT IS ZERC)	
	/												
												/	

Figure 6.6: View Error Log File

- 1. The **View Error Log File** page is launched. *See Figure 6.6*.
- 2. View the exceptions generated by the system while processing the closure run.

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